

# James Manlapaz

## Freelancer

Self Employed in the family business for 5 years with skills in clerical support, research and streamlining reports/documentations/presentations. I am seeking to take my expertise & experience outside and to the next level

## Personal

### Birth

February 1997

### Nationality

Filipino

## Contact

### Address

Conchu, Trece Martires City, Cavite, Philippines

### Phone

+63 917 935 2767

### Web

- jasmanlapaz@outlook.ph
- linkedin.com/in/jmsmnlpz
- onlinejobs.ph/jobseekers/info/2281477

## Skills

Problem Solving  
Time Management  
Verbal, Visual & Written Communications  
People Management  
Attention to Detail  
Teamwork  
Ingenuity

## Relevant Applications

MS Office (Word, PPT, Excel, Teams)  
Google Sheets  
Zoom, Skype, Discord  
Photoshop, Light Room, Canva  
OBS Studio, Capcut, Instagram, Facebook  
Business Suite  
Fusion 360, AutoCad Lite  
Audacity, RX 7 Audio Editor

## Languages

Tagalog (Native) ●●●●●●  
English (Advanced) ●●●●●●  
Japanese (Intermediate) ●●●●●●  
Arabic (Elementary) ●●●●●●

## Work Experience

Nov '18–Present  
4 Years

### Self Employed – Jazm Hidden Resort

- The **Jazm Garden Hidden Resort** is a brand that embraces the creativity and love of the nature of its clients. It is a 2000 sqm property with 2 swimming pools, Cabana, and a Function Hall where guests are encouraged to relax and hold their private gatherings.
- Co-Managed the **day to day activities** of the resort.
- Research and implementation** of strategic improvements in terms of **Social Media Management, branding, field operations, and technical maintenance.**

Jul '21–Aug '22  
1 year

### Technical Assistant – MSolutions Repair and Maint.

Manlapas Medical Equipment Repair and Maint. Services

- Ensured all necessary **documentations/items/tools/spare parts needed for operations are prepared** prior to the departure of technicians to the work site, increasing productivity, and keeping up with daily operations.
- Formation of **quotations**, collection of **cheques**, and **issuance of ORs**. Managed the **bookkeeping process** of the company as well as the **acting liaison officer** to BIR and the local Municipality.
- Created **Graphic Designs** for the company headletter and business cards.

Nov '19–Oct '20  
1 Year

### Production Intern – Ninomiya Manufacturing Corp.

- Developed an **English/Japanese welding technical manual** in reliance to the common slangs and nuances common to every Japanese welder, to be used by the future interns of the company.
- Strengthened the labor productivity **2x** by utilizing “**Kaizen**” principles on **different welding disciplines** (TIG, MIG, Fiber Laser, Spot & Stud Welding)

## Education

2013–2021  
8 years

### BS Mechanical Engineering

Mapua University

- Bachelor of Science in Mechanical Engineering
- Major Classes in: **Industrial Plant Engineering, Engineering Management, Power Plant Engineering, Petroleum Engineering**

## Involvements

Jun '19–Sep '19  
3 Months

### International Career and Exchange Programs “Student Buddy” Member

Mapua University

- Partnered up with visiting foreign students to be their guide; mostly to provide **tours/assistance** during their stay in the country.

## Other Interests

Social Media Marketing  
Photography (Beginner)  
Video Editing (Beginner)

Event Planning  
Swimming & Freediving  
Mixed Martial Arts