



Juvyliza Luna Angelo

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Field of Interest:

Executive Assistant, Virtual Assistant, Project Management

Objectives

- To gain meaningful and helpful experience inclined with my field of interest.
- To secure a challenging position that expands knowledge and skills.
- To be in a job where experience in the business background will be utilized to the maximum.

Work Experience

Universal Groups Pty Ltd

Senior Virtual Assistant

Remote, Philippines

Sept 2024 - Present

- Arranging meetings and taking notes for the CEO.
- Document creation and management.
- Market and product research.
- Managing virtual access for the team.
- Basic assistant to make the CEO's life easier.

Sumi North Philippines Wiring System (SNPW)

Production Engineering Senior Staff

Binalonan, Pangasinan

Dec 2022 - April 2024

- Equipment and production lines set-up.
- Education training for operators.
- Process capability and safety audits.
- Documentation for manufacturing, equipment, and operation standards.

Linecs Engineering Solutions and Trading

Design and Management Internship

Urdaneta, Pangasinan

June 2022 - July 2022

- It was a 1-month internship.
- I did as-built drawings of different buildings and bridges in the design part
- In the management part, I did estimate/take-off, and observed, and guided workers.

Education

Panpacific University

Bachelor of Science in Civil Engineering

- Graduated in October 2022

Pangasinan

Class of 2022

Balungao National High School

Senior High School- GAS Strand

- With Highest Honors

Pangasinan

Class of 2018

Balungao Central School

Elementary Education

- Exemplary

Pangasinan

Class of 2012

Skills -----

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|------------------|--|
| Technical Skills | Trello, Hootsuite, HubSpot, QuickBooks, Google Tools, Microsoft Tools, Slack, Zoom, Calendar Management, Photoshop, Canva, Basic Website Management , E-commerce Platforms |
| Other Skills | Project Management, Data Entry, Communications, Problem-Solving, Event Planning |

Extra Activities & Achievements -----

- Passed Civil Service Exam (Professional level) in August 2023
- PICE Vice President | Panpacific University Chapter
- PICE 1st Year Representative | Panpacific University Chapter

Seminars and Trainings Attended-----

- Sumitomo Electric Group’s Compliance and Ethics E-learning Program | Data Protection and Security
- Construction Occupational Safety and Health Training | Safety Officer II
- 17th National Occupational Safety and Health Congress | Seminar
- CEFOCUS 2021: Engineering and Proficiency Symposium | Seminar
- 2021 PICE Virtual Midyear National Convention and Technical | Seminar