

# JAYSON G. UAO

OLD CENRO 1, SAN MATEO, ISABELA 3318

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## SUMMARY

Detail-oriented and creative-minded professional with exceptional interpersonal skills, and team working abilities. Has an excellent ability to adhere to established procedures, and thrive and learn on his own under little or no supervision.

Seeking the role of a Software Engineer or Full-Stack Web Developer to incorporate my expertise in software design, application development and quality assurance.

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## EXPERIENCE

**Bizmates Philippines, Inc. - October 2021 - Present**

### **TRAINER/ASSESSOR**

- Teaches Business English to Japanese professionals using the Bizmates methodology
- Guides Japanese professionals in their business communications concerns

## **Rarejob Philippines, Inc. - August 2019 - September 2020**

### **SENIOR ESL TEACHER**

- Prepares lesson for Korean students (age range is from 6 years old to 60 years old)
- Helps in the creation of lesson modules being used by the company and other teachers
- **Teaches IELTS Speaking and Writing, OPIC, and TOEIC**

## **INSKY EDUCATION – December 2017 – July 31, 2019**

### **SENIOR ESL TEACHER**

- Prepares lesson for Korean students (age range is from 6 years old to 60 years old)
- Helps in the creation of lesson modules being used by the company and other teachers
- **Teaches IELTS Speaking and Writing, OPIC, and TOEIC**
- Specializes in K-12 Teaching
- Top-performing ESL Teacher

## **PSG Global Solutions – August 1, 2015 – July 31, 2016**

### **KELLY SERVICES**

#### ***Screening Consultant – November 2015 to July 2016***

- Sources resumes of qualified candidates for specific job orders, using job boards, applicant tracking systems, company web sites, etc. Screening if candidates qualify for job
- Conducts phone interviews to pre-screen candidates, verifying their qualifications, availability and compensation requirements; documents these interviews
- Sets up interviews between candidates and hiring managers
- Makes recommendations on additional candidate pools and recruiting techniques, after evaluating market conditions

## **NISSAN NORTH AMERICA**

### ***Talent Acquisition Consultant– August 2015 to November 2015***

- Sources resumes of qualified candidates for specific job orders, using job boards, applicant tracking systems, company web sites, etc.
- Conducts phone interviews to pre-screen candidates, verifying their qualifications, availability and compensation requirements; documents these interviews
- Sets up interviews between candidates and hiring managers.

## **Cognizant Technology Solutions Inc. ▪ June 25, 2012 – June 30, 2015**

### ***Jack in the Box – Console Analyst ▪ April 2013-June 2015***

- Implemented a ticketing system for the account which resulted in a maximum performance delivery in terms of Service Level and Client's Satisfaction.
- Awarded as one of the Most Trusted Employees of the Account

### ***PEX Team – Process Excellence Team ▪ April 2013-June 2015***

- Handled Projects that streamlines different accounts' processes
- Received Lean Six Sigma Certification
- Created a Project for Jack in the Box Account regarding proper sorting of individual restaurants' issues in accordance to client's desired Service Level
- Received a Rating of Exceeds All Expectations or a Grade of 4, the highest rating in the company for three (3) consecutive years

### ***ATT Order Management Center Level 3 and Escalations Officer ▪***

#### ***June 2012 – April 2013***

- Trained to be one of the highest escalations group in the project handling complicated issues, supervisor calls, and offline escalations onshore/offshore
- Sent for SME FOCUS TRAINING, training intended for qualified associates to handle Assistant Team Leader Position
- Consistent Top Performer

## **Telus International Philippines / Harte-Hanks Philippines Manila August 2011 – May 2012**

- ***Customer Interaction Consultant and Digital Support Consultant***

- Handled Quality Analyst Post for two (2) months under Barnes and Noble Account
- Worked as a Customer Interaction Associate Level 2 and Technical Support Specialist Level 2 for Barnes and Noble Account
- Consistent Top Performer starting from Training to Production
- Trained to handle different lines of businesses starting from customer inquiry, billing, finance, sales audit, retail store support, and product expert for the Nook Device and Nook Applications

## **SPECIAL SKILLS**

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### **NESTLE MANAGEMENT IMMERSION FOR LEADERSHIP EXCELLENCE (NESTLE MILE) – MAKATI CITY**

- Chosen to be one of the **Top-45 students** around the country with over 1000 applicants to attend the pioneering batch of NESTLE MILE 2009 – a 4-day in-house Management and Leadership Experience under NESTLE PHILIPPINES
- Worked in a 7-man team to develop and strategize a Business Plan and Marketing Plan for NESVITA CEREAL MILK DRINK

## **EDUCATION and CERTIFICATION**

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### **UNIVERSITY OF THE PHILIPPINES DILIMAN**

**2006 - 2010 ▪ Bachelor of Science in Chemical Engineering**

- Has taken electives on Industrial Engineering, Business Management, and Organizational Management
- Province of Isabela Scholarship Grantee, 2010-2011

### **UNIVERSITY OF THE PHILIPPINES LOS BANOS**

**2005 - 2006 ▪ Bachelor of Science in Chemical Engineering**

### **LA SALETTE OF SAN MATEO**

**2001 - 2005 ▪ High School Valedictorian**

## OTHER DATA

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Freelance English Tutor for Japanese and Chinese children. Scuba Diver. Volleyball Fan.  
Advanced Knowledge in Microsoft Excel. Excellent ENGLISH COMMUNICATION Skills.  
Knowledgeable about ISO 9001 QUALITY MANAGEMENT SYSTEM.