

John Aldin Angelito B. Amoranto

Sta.Rosa, Laguna, Philippines

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OBJECTIVE

A fast-learner, pragmatic, tech-savvy, problem solver, and organized virtual assistant with managerial experience in administrative, technical, projects and office management. Also, with experience as remote translator and trained virtual assistant. As a hobby, manages 2 Facebook pages for my online business.

SKILLS AND SOFTWARE

1. Virtual/ Remote Assistant – 9/10 (1 Year)
 - Edit pictures or posts in Canva
 - Create/Edit CAD Drawings and Sketchup
 - Prepare Minutes of the Meeting and other administrative works
 - Manage appointments and calendar of activities
 - To do any task assigned
2. Draftsman, Documentation and Executive Assistant – 9/10 (6 years)
 - Apart from other responsibilities, I acted as EA for VP, AVP and Department Head.
 - Arrange extensive and complex business meetings and contract negotiations.
 - Design floor plans for buildings and warehouses.
 - Document purchases and supplies request.
 - MS Outlook, Microsoft Office, Zoom, G-meet, G-Drive, AutoCAD, Sketch-up, V-ray, Google Apps and etc.
3. Office Management – 9/10 (6 years)
 - Negotiate suppliers, pricing, and contracts and ensure it is within the budget.
 - Create OPEX and CAPEX
 - Oversee and assign clerical functions to personnel.
4. Photo and Video Editing; and Social Media Management – 8/10 (2 years)
 - Create posts, stickers, promotion banners for my business (All Purpose Clean and Cafrtiso)
 - Canva, Windows Movie Maker, Kinemaster
5. Managing Client, People and Projects – 9/10 (4 years)
 - Manages client concerns and requests
 - Oversee and manages employee accomplishments.
 - Oversee and manages quality of PMS and CMS.
 - Ensure completion of Projects (Administrative and Building/ Warehouse expansion and renovation)
 - Ensure expenses to be within the budget
 - Coordinate with project contractor and suppliers

WORK EXPERIENCE

Resourcetech and Upwork

Virtual / Remote Assistant

July 1 2022 to Present

- Edit pictures, posters, banners and posts in Canva
- Send reports to Whatsapp and Viber
- Create/Edit CAD Files and Sketchup Files

- Perform PDF translation to Word File
- Create reports, manage appointments and calendar of activities
- Prepare minutes of the meeting and management reports
- To do other tasks assigned by the CEO

Mets Logistics Incorporated

Carmona, Cavite

Facilities and Building Maintenance, Expansion Projects and Engineering Admin Manager

March 16 2020 to Present

- Compose and document Minutes of the Meeting for the whole department.
- Create memos and reports to be presented by the executives.
- Document and facilitate expansion and renovation projects which lead to company's growth and profit.
- Provide annual CAPEX and OPEX for the department.
- Assist the Refrigeration Manager in the implementation and carrying out of engineering activities and program on a day-to-day basis.
- Directly responsible in planning, documenting and organizing the maintenance of facilities and building equipment.
- Facilitate and oversee Preventive Maintenance of Dock Levelers, Cross Sectional Doors, Roll-up Doors, Speed Doors, Sliding Doors, ACU and Exhaust System and Water System
- Support the over - all functional objectives of Engineering and Admin Department.
- Oversee purchases and asset acquisitions for Facilities and Building, Projects and Administrative.
- Responsible in the completion of Engineering Service Request and Quality, Safety and Security Requests.
- Maintain FBM assets, spare parts inventories, review and monitoring of purchase requests,
- Provides trainings and continuous development of maintenance personnel and technicians
- Developing and maintaining equipment operation quality standards
- Timely prepare and present reports on machine and equipment breakdown and operational performance
- Strictly follow and cascade human resource policies and procedure
- Participate in designing and developing future plans by attending meetings, coordinating with different department re: Changes and improvement
- Participate in developing and maintaining SOP, HACCP and GMP as well as participating on government and customer audits

Pricon Microelectronics Inc. City of

Cabuyao, Laguna

Facilities & Building Maintenance Senior Supervisor /Project Supervisor February

11 2019 to January 18, 2020

- Assist the Facility Manager in the implementation and carrying out of facility activities and program on a day-to-day basis.
- Directly responsible in planning, documenting and organizing the maintenance of building facility.
- Assistant to the AVP and In-charge of overall operations in the building and supervision on cleanliness and orderliness for both Internal and External of the plant.
- Support the over - all functional objectives of Facility Section and Admin Department.
- Plans and distribute manpower resources for proper loading and balancing in support to Job Order request.
- Responsible for the direct supervision of building maintenance including electro-mechanics, housekeeping activities and in-house and third party projects.
- Prepare scheduling of civil works and determine materials requirements for line relay out.
- Conducts estimates, Gantt charts, layout preparations, material requests and budgets.

- Directly responsible in the preparation of inspection reports, analysis of breakdowns and reports to be used for ISO audit.
- Monitors water consumption and schedule of cleaning of comfort rooms, sewer lines, storm drain and septic tanks.
- Perform fabrication, carpentry and repair works.
- Observes safe practices and procedures in all activities
- Prepare purchase request needed for the plant projects.
- Plot drawings in AutoCAD/Draft sight, prepares re-layout plans of sections, updates as-built plan of the company and update drawings needed For BFP.
- Performs other duties that maybe assigned to the section's activities.

Office of the City Architect, City Government of Cabuyao
City of Cabuyao, Laguna
Engineer 1/ Project Supervisor
January 4 2017 to January 31, 2019

- Attend seminars relating to project designs, DILG road and bridge inventories, and civil engineering matters.
- Assistant to the department head, overall in charge of City Architect's Department
- Encodes Local Roads and Bridges Inventory using rbis.drelv online software.
- Responsible for LGU offices renovations – design, estimate, supervision and reports.
- Plot drawings in AutoCAD, and construct 3D structure of the drawings using Sketch-up.
- Render 3D structures using V-Ray and provide detailed specification of Materials
- Provide a Detailed Unit Price Analysis of Individual Scope of Works of LGU Projects.
- Sort each Detailed Unit Price Analysis to construct a single Program of Works and Approved Budget for the Contract.
- Design new LGU projects such as recovery facilities, offices, fencing, and etc.
- Receive and review project designs and bill of quantities of LGU projects from LGU contractors.
- Focal person of HRMO in creating OPCR and IPCR, reports, office order, training/seminar plans and budgetary plans for the department.
- Encode Data from different fields of engineering services.
- Propose annual budget for the Office of the City Architect.
- Construct Annual Project Procurement Management Plan and Annual Investment Plan for the department.
- Assist the City Engineering Office in implementing ISO9001-2015 implementation.
- Construct certificates of LGU SPES and OJT.
- Troubleshoot minor problems in computer applications and computer networks.

EDUCATIONAL BACKGROUND

Tertiary

Malayan Colleges Laguna
Pulo, City of Cabuyao, Laguna
Bachelor of Science in Civil Engineering
(Graduated as Dean's Lister, CHED
Scholar & Cabuyao City Hall Scholar)
(November 2016 Civil Licensure Exam Passer)

Secondary

Angels in Heaven School
City of Cabuyao, Laguna
(Graduated as Valedictorian)
June 2008 - March 2011

Dominican College of Sta.rosa
(Graduated as Academic Excellent – 2nd Honor)
Sta.Rosa, Laguna

June 2007 - March 2008

Primary

Angels in Heaven School
City of Cabuyao, Laguna
(Graduated as 4th Honor)
June 1998 - March 2007

TRAININGS AND SEMINARS

Basic Wordpress Course	January 28 – Feb 2,2023
General Virtual Assistant Course	January 28 – Feb 2,2023
Social Media Management Course	January 28 – Feb 2,2023
Virtual Executive Assistant Course	January 28 – Feb 2,2023
Orientation on the Roads and Bridges Information System	November 26-29, 2018
Follow-Through Activity on Local Road Mapping using the UMP of NAMRIA including Provincial, City, Municipal and Barangay Roads	November 19-21, 2018
ISO 9001:2015 Awareness Seminar	October 13, 2017
Introduction to Building Information Modeling Seminar	October 7, 2014
Robotics as part of the Genetic Computer Institute's School Integration Program	March 30, 2009

I hereby certify that above information are true and correct to the best of my knowledge and ability.