



CLYDE

[VIDEO INTERVIEW](#)

WORK EXPERIENCE

PROJECT MANAGER (INDEPENDENT CONTRACTOR)

Upwork (Remote) | November 2024 – April 2025 (6 Months)

- Led end-to-end project execution by coordinating cross-functional teams, defining goals and timelines, allocating resources, mitigating risks, and driving accountability to ensure on-time delivery and continuous workflow improvement.

IT PROJECT COORDINATOR

Nearsol Philippines | August 2023 – February 2024 (7 Months)

- Supported IT project delivery by processing work orders and billing documents, coordinating with site engineers and subcontractors, monitoring inventory and assets, preparing progress reports for stakeholders, and ensuring accurate documentation and cost tracking.

PROJECT COORDINATOR

Wuhan Fiberhome Technologies Co. Ltd. | June 2021 – August 2023 (2 Years, 3 Months)

- Coordinated telecom implementation projects by preparing bills of quantity, processing activity work done (AWD), managing inventory and materials, validating site reports, coordinating with clients and internal teams, and reporting project progress to management.

CUSTOMER SERVICE REPRESENTATIVE

[24]7.ai Philippines | August 2020 – December 2020 (5 Months)

- Delivered multi-channel customer support by handling inquiries, orders, returns, and account concerns while maintaining accurate records and ensuring customer satisfaction.

CREDIT AND COLLECTIONS STAFF

Iontech Inc. | July 2019 – June 2020 (1 Year)

- Managed billing and collections by processing invoices, issuing statements of account, monitoring payments, resolving client concerns, and ensuring accurate financial documentation and reporting.

SKILLS/AREAS OF EXPERTISE

- Project Management
- Project Coordination
- Business Analysis
- Scrum & Agile Support
- Process Optimization
- Quality Assurance (QA)
- Migration Readiness
- Structured Project Planning
- Technical & Functional Documentation
- Cross-Functional Coordination
- Risk Management
- Roadmap Planning & Maintenance
- Test Management
- Asset & Inventory Monitoring
- Client & Stakeholder Coordination
- Reporting & Cost Estimation

TECHNOLOGY

- Salesforce
- Salesforce CPQ
- Jira
- Trello
- ClickUp
- Monday.com
- Asana
- Zoho Project Suite
- Microsoft Project
- Microsoft TFS
- Azure DevOps
- GanttPro
- Zendesk
- Power BI
- Tableau
- SoapUI
- Postman
- Microsoft Office 365

[CLICK HERE TO
VIEW MORE CANDIDATES](#)



Click here to:
[BOOK AN INTERVIEW](#)