



JESSE

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WORK EXPERIENCE

PROJECT MANAGEMENT OFFICER

Digirockstars | March 2025 – May 2025 (3 Months)

- Managed e-gaming and digital marketing projects by coordinating cross-functional teams, tracking deliverables, building timelines and task dependencies, preparing progress reports, and presenting project updates to clients and management using tools such as Nifty, Trello, Asana, MS Planner, Slack, and Google Workspace.

QUANTITY SURVEYOR ASSISTANT

Hyundai Engineering and Construction Co. Ltd. – North-South Commuter Railway (NSCR) Project | April 2024 – September 2024 (6 Months)

- Supported large-scale infrastructure project documentation by preparing and tracking claim submissions, maintaining contract records, coordinating with stakeholders, organizing project files, drafting correspondence, and assisting the contracts team to ensure compliance, accuracy, and timely delivery.

SKILLS/AREAS OF EXPERTISE

- Project Coordination
- Project Management Support
- Task & Timeline Tracking
- Report Preparation
- Document Management
- Claims Documentation Support
- Administrative Support
- Cross-Functional Team Coordination
- Stakeholder Communication
- Organizational & Time Management
- Attention to Detail
- Basic Contracts & Project Administration

TECHNOLOGY

- Microsoft Office (Word, Excel, PowerPoint)
- Google Workspace (Docs, Sheets, Slides)
- Trello
- Asana
- Slack
- Microsoft Teams
- Discord
- MS Planner
- Nifty

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