



JANN ADRIANE B. PASION

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SUMMARY

Graduating Industrial Engineering student with exposure to process improvement, data analysis, and project coordination. Familiar with engineering tools for supporting operations and problem-solving. Looking forward to applying academic knowledge and internship experience in a practical work setting.

WORK EXPERIENCE

JJ3 Trading Supply and Construction Corporation

August 2023 - November 2023

- Assisted in project scheduling, resource allocation, and coordination of team activities to ensure tasks were completed on time.
- Utilized Excel and Tableau to collect, analyze, and visualize operational and procurement data, helping identify trends and support decision-making.
- Supported financial management tasks, including budgeting, cost estimation, and expense tracking, under the guidance of senior engineers.
- Helped in preparing BOQ (Bill of Quantities) and reviewing material requirements for ongoing projects.
- Contributed to maintaining organized project documentation, reports, and progress logs for easier monitoring.
- Participated in team meetings and presentations to gain exposure to engineering workflows and project management practices.

Our Lady of Fatima University - Engineering Department

2019

- Assisted in organizing project documents and files for easy access.
- Supported basic administrative tasks such as typing and data encoding.
- Observed and learned about engineering processes and project workflows.
- Helped in preparing simple reports, and activity logs under staff supervision.
- Participated in team discussions and orientations to gain knowledge of engineering practices.

EDUCATION

Bachelor of Science in Industrial Engineering

2020 - Present

Polytechnic University of the Philippines

Lagro High School - Science, Technology, Engineering, and Mathematics.

2018 - 2020

Senior High School

Lagro High School

2018 - 2020

Junior High School

SKILLS

- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook) with strong computer literacy.
- Basic knowledge of inventory management systems and accurate data entry.
- Effective written and verbal communication skills.
- Highly organized, detail-oriented, and able to manage multiple tasks.
- Flexible team player, capable of working independently or collaboratively.