

# CHELSEA SUPERTICIOSO

**VIRTUAL ASSISTANT | GRAPHIC DESIGNER | CONSTRUCTION MANAGER**

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## SUMMARY

Dedicated individual who takes pride in her work with experience in management and designing. Provides a variety of services, such as administrative support, editing, graphics design, social media management, and project management. I am a reliable person who has a track record of great time management, communication skills, and attention to detail based on previous experience. I am seeking employment that will make the best use of my skills and allow me to develop them further.

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## WORK EXPERIENCE

**Construction Manager, Quantity Surveyor, Quality Surveyor** **Apr 2024 - Apr 2025**

KYLL CONSTRUCTION | Lapu-lapu City, Cebu, Philippines

- Calculating material quantities and costs, labor costs
- Maintained regular contact with the clients to determine their needs and discuss any areas that need revising.
- Planned and prepared the construction schedule
- Checked the site, monitored subcontractors, and safety practices
- Supervised any changes that may impact the schedule and the costs.
- Hold supplier accounts for payments
- Ensured quality construction standards

**Site Engineer, Construction Manager** **Aug 2024 - Mar 2025**

ZDZ CHIVALRY CONSTRUCTION AND DEVELOPMENT

CORPORATION | Brgy. Garing Consolacion, Cebu, Philippines

- Supervised, coordinated, and scheduled activities for the construction of a project.
- Studied project specifications by going through the product or project designs, customer requirements, and performance quality.
- Wrote reports and made evaluations for the purpose of transparency.
- Analyzed problems on-site and provided efficient solutions or alternatives.
- Overseeing the progress of a project.
- Reviewed designs, specifications, scheduling changes, and offered recommendations.

**Enrollment Specialist, Customer Service, Graphic Editor** **Jun 2023 - Aug 2023**

SkillSet International | Taguig, Philippines

- Graphic designing
- Created Social Media post
- Encouraged candidates to enroll to our program and courses
- Answered inquiries
- Assisted and handled enrollees' information
- Ensured that enrollees will have the satisfaction they deserve
- Collected data
- Provided Customer service
- Performed related task

**Administrative Office, Social Welfare Assistance, Copywriting****Mar 2023 - Jun 2023**

DSWD - MUNICIPAL HALL OF MADRID I Surigao del Sur, Philippines

- Assisted the head of the department in managing office and paper works
- Assisted social welfare programs and services
- Gathered collateral information & accomplished social case study reports
- Performed other related task

**Social Media Manager, Graphic Designer, Content Creator****Dec 2022 - Apr 2023**

DAABEE I Singapore

- Developed my skills in managing social media platforms and profiles
- Graphic designing using Canva and Adobe Photoshop
- Photo editing the product
- Maintained brand's consistency by scheduling contents and publishing social media posts according to their schedule
- Wrote captions for the product
- Created blogs and other engaging content
- Online advertising

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**EDUCATION****Bachelor of Science in Civil Engineering****Jun 2018 - July 2022**

Cebu Institute of Technology - University

- Relevant coursework in Structural Design and Project Management

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**SKILLS & COMPETENCIES**

- **Skills:**  
Communication skills, organization skills, time management, adaptability, technical proficiency
- **Strengths:**  
Project Management, Creativity, Communication, Computer Literate, Adaptability, Reliability

**TOOLS**

- **Graphic Design & Content Creation:**  
Canva, Photoshop, freepik, flair.ai, Capcut
- **Organization & Communication:**  
Gmail, Viber, Zoom, Google Drive, messenger, Google Sheets, Google Meet, Clockify, Notion

**TRAINING & CERTIFICATES**

- **Certifications:**
  - Civil Service Certificate of Eligibility (2023)
  - General Virtual Assistant Training Certificate (2025)
  - Interview Preparation Workshop Certificate (2025)
- **Awards/Activities:**
  - Successfully completed on schedule the two structural projects;
  - Successfully produced more than fifty graphic designs for a customer and contributed to a 30% boost in social media engagement