

# JOGIE BANTON

Calamba, Laguna, Philippines

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## CONSTRUCTION OPERATIONS & BACKEND SUPPORT SPECIALIST

Operations-focused professional with experience supporting construction, solar installation, and engineering projects through subcontractor coordination, vendor management, project documentation control, job cost support, and CRM administration.

Skilled in progress tracking, scheduling coordination, material ordering, receipt and invoice management, and maintaining structured digital records for multiple active projects. Experienced working in remote operations environments aligned with Pacific Time business hours.

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## CORE COMPETENCIES

- Subcontractor & Field Crew Coordination
  - Project Scheduling & Milestone Tracking
  - Construction Workflow Support
  - Procurement & Vendor Management
  - Material Ordering & Delivery Coordination
  - Receipt & Invoice Management
  - Job Cost Tracking Support
  - Project Documentation & Change Order Tracking
  - Project Management Software (Salesforce, Pipedrive, Odoo)
  - Digital Records & File Management
  - Client & Stakeholder Communication
  - Google Workspace & Reporting
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## PROFESSIONAL EXPERIENCE

### Vserve International Corporation (Solar PV Division)

Head of Sales & Operations | 2023 – 2025

- Coordinated subcontractors and installation crews to ensure project milestones and timelines were met
  - Performed daily and weekly progress tracking and reported updates to management
  - Managed procurement, vendor communication, and supplier negotiations
  - Oversaw material ordering and delivery scheduling to align with installation timelines
  - Collected and verified receipts, invoices, and proof of payment for expense documentation
  - Supported job cost tracking by maintaining accurate expense records
  - Maintained project management systems (Pipedrive, Odoo) with updated job logs, documentation, and status tracking
  - Acted as liaison between field teams, management, vendors, and clients
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### Easyhomes Incorporated

Sales Engineer | 2025 – Present

- Conduct site inspections and coordinate construction scheduling for active projects
- Prepare proposals, contracts, and technical project documentation

- Coordinate material availability and site readiness with operations teams
  - Maintain organized digital project records and documentation logs
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## **HSRM Ventures**

### **Backend Systems & Digital Support | 2021 – Present**

- Developed structured documentation workflows and reporting systems
  - Maintained digital records and backend operational tracking tools
  - Managed website systems (WordPress, Elementor, WooCommerce)
  - Supported remote project coordination and administrative processes
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## **Otis Elevator Corporation**

### **Application Sales Engineer | 2020 – 2021**

- Managed RFP responses, proposals, and contract documentation
  - Coordinated installation planning and scheduling
  - Maintained CRM records and project documentation logs
  - Conducted site inspections and supported field coordination
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## **TECHNICAL PROFICIENCY**

Project Management Software | CRM Systems | Google Workspace | Construction Documentation | Remote Operations Support