



# JETLEE G. ESTACION

## PROFILE

Productive employee with proven track record of successful project management and producing quality outcomes through leadership and team motivation. Works with clients to determine requirements and provide excellent service.

## ACHIEVEMENT

Criminology Licensure Examination  
Passer

## PERSONAL INFORMARION

**AGE:** 28 Y/O  
**BIRTHDAY:** December 04, 1995  
**HEIGHT :** 5'4"  
**ADDRESS:** Al Waleed building, Al Barsha 1, Dubai, UAE  
**NATIONALITY:** FILIPINO  
**LANGUAGE:** English ,tagalog  
**VISIT VISA UNTIL :** November 15, 2024

## CONTACT

**PHONE:**  
+971 551 338 531

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## EDUCATION

### COLEGIO DE AMORE

**Bachelor of Science in Criminology**  
2018 - 2021  
Registered Criminologist

### CAVITE STATE UNIVERSITY ROSARIO CAMPUS

**Bachelor of Science in Industrial Technology major in Electrical**  
2012 - 2018  
RESERVED OFFICER TRAINING CORPS (ROTC) OFFICER OPERATION  
OFFICER (S3)  
LOYALTY AWARD AWARDEE  
LEADERSHIP AWARD AWARDEE

## WORK EXPERIENCE

### JTS (Jonnah Trucking Services), Administrative Staff

January 2020–September 2024

- Manage incoming and outgoing calls, redirecting them to the appropriate individuals.
- Greet and assist visitors and client.
- Distribute mail to the appropriate recipients.
- Maintain and update record, files and database accurately and confidentially.
- Collaborate and provide support when needed.
- Enter data into computer system and verify its accuracy.
- Review the transmittals and tickets.
- Undertake any other duties or responsibilities as required by the management.

### Individual Contractor, Residential Electrician

2018 - 2019

- Directed electricians on installation, maintenance and repair on electrical wiring and equipment.
- Evaluated electrical systems, equipment and components to identify and resolve defects and safety risks.
- Diagnosed and replaced failed domestic electrical components following safety standards.

### Tagueng Wood Works Furniture Manufacturing, Carpenter assistant

2016 - 2017

- Helped carpenters complete jobs by sweeping up construction areas, laying out tools and refilling work pouches.
- Measured, cut and finished drawers for bespoke dresser unit to store clothing items.
- Helped carpenters in building variety of wooden structures, chairs and tables to provide furniture pieces required for home or offices.