



## Cathyrine Soriano

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### Profile

Previously a project manager possessing strong leadership, problem-solving, and communication skills, enabling me to define project expectations, create project plans, and perform with utmost precision. Managed various project resources, monitored progress, and reduced project risk to ensure project success. Eager to leverage strong analytical and process management skills in a technical support environment to optimize user experience and drive operational efficiency.

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### Professional Experience

#### **PROJECT MANAGER, RKEN TRADING, Imus**

Aug 2023 — Nov 2025

- Responded to clients in a timely manner via various communication channels (email, phone), demonstrating strong customer service and written communication skills.
- Performed proper workflow assessment, ensuring timely project completion and continuous process improvement.
- Identified project risks and implemented mitigation strategies, applying key problem-solving and analytical skills transferable to diagnosing technical issues.
- Attended pre-bid conferences and prepared required documentation (permits, bonds) showcasing attention to detail and organizational skills

#### **PROJECT IN CHARGE, RKEN TRADING, Imus**

Jul 2022 — Aug 2023

- Managed daily site operations and project supervision, requiring effective time management and the ability to work well under pressure.
- Coordinated with general contractors and construction management, building strong teamwork and collaboration skill valuable for working with IT Teams.
- Generated schedules and Gantt charts, demonstrating proficiency in planning, and organizational tools.

#### **ADMINISTRATIVE MANAGER, RKEN TRADING, Imus**

Jun 2020 — Jul 2022

- Managed attendance tracking and payroll, highlighting experience and data management and detail orientation.
- Functioned as a document controller and acquired work permits/LGU permits, ensuring compliance and precise record-keeping.
- Assisted in seeking and interviewing potential employees, showcasing interpersonal and communication abilities.

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### Education

#### **FAR EASTERN UNIVERSITY - INSTITUTE OF TECHNOLOGY, Manila**

BACHELOR OF SCIENCE IN CIVIL ENGINEERING, Aug 2015 — Apr 2021

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### Licenses & Certifications

#### **LICENSED CIVIL ENGINEERING, PROFESSIONAL REGULATIONS COMMISSION**

Apr 2023

#### **CONSTRUCTION SAFETY AND HEALTH (COSH) COURSE FOR SAFETY OFFICER 2 (SO2), CONSTRUCTION MANPOWER DEVELOPMENT FOUNDATION**

Nov 2023

#### **AUTHORIZED MANAGING OFFICER'S (AMO) COURSE, PHILIPPINE CONSTRUCTORS ASSOCIATION METROPOLITAN CHAPTER**

Nov 2023

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### Internships

#### **PROJECT MANAGEMENT, ELS CONSTRUCTION MANAGEMENT, Makati City**

Dec 2019 — Feb 2020

- Drafted daily manpower and management reports, developing and reporting skills key to logging incidents in a ticketing system.
- Performed quality assessment and oversaw daily site accomplishments, demonstrating attention to detail and a results-oriented approach.