



BRYAN V. JOVE

Administrative Assistant

Contact

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Address
110, Talayan Rd, Talayan
Village, Quezon City

Education

2019 – 2023 (Tertiary)

**DON HONORIO VENTURA STATE
UNIVERSITY**

Bachelor of Science in Electronics
Engineering

Soft Skills

- Ability to multi-tasking, prioritize and manage time efficiently.
- Problem-Solving & Initiative
- Time Management & Prioritization
- Good communication in english

Technical Skills

- Administrative & Office Management
- Information & Document Handling
- Communication & Coordination
- Digital & Technical Tools

Affiliation

**Institute of Electronics Engineers of the
Philippines (IECEP)**

Profile

Electronics Engineering graduate and licensed Electronics Technician with one year of experience in software engineering (bug resolution and troubleshooting) and nearly a year of administrative support role at the Asian Development Bank (ADB). Seeking to contribute technical and organizational skills in a collaborative, growth-oriented environment.

Achievements and Seminars

April 2024
Electronics Technician Licensure Examination Passer
July 2023
Degree in Bachelor of Science in Electronics Engineering

April 2023
Product Development Engineering
April 2023
Fiber Optic Cabling – Outside Plant Projects: A Quality Approach
April 2023
Occupational Safety Engineering

Professional Experience(s)

- 2024**
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2025
- **Junior Software Engineer (Freelance)**
 - Supports debugging, testing, and troubleshooting tasks while working under the guidance of Senior Software Engineers.
 - Identify and resolve bugs in existing software applications using C#.
- APRIL 2025**
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MAY 2026
- **Administrative Assistant (Asian Development Bank)**
Board of Directors (BOD) Suite 5
 - Coordinating and preparing Suite 5 Constituency Office activities for the Annual Meeting.
 - Drafting and preparing assigned articles and materials for Annual Meeting documentation.
 - Managing office administration, planning, reception, and communication functions.
 - Organizing Suite 5 weekly meetings, JPBMs, and other required board sessions.
 - Coordinating and updating DMC Board Assignment and DA Board Paper Allocation files, including notifications to Suite members and daily review of the Board calendar.
 - Ensuring timely and accurate circulation of DMC Board Assignments allocated to Suite 5.
 - Maintaining Suite 5 SharePoint filing protocols and document management systems.
 - Overseeing calendar management, budget tracking, and related logistics.
 - Arranging mission travel and processing expense reports using Concur, ensuring compliance with ADB policies.
 - Conducting data analysis and review of allocated no-objection board papers.
 - Contributing to the preparation and completion of the Suite 5 quarterly newsletter.
 - Minute-taking and transcription during board meetings for accurate record-keeping.
 - Workflow automation using SharePoint and MS Office tools to streamline approvals and notifications.
 - Advanced MS Office Suite proficiency (Word, Excel, PowerPoint) for reports, presentations, and data tracking.
 - Supporting two Directors’ Advisors in Suite 5 with administrative, planning, and coordination tasks beyond core responsibilities.