



JONALYN C. PAGLINAWAN

PROFILE

Dedicated and versatile professional with solid experience in administrative management, human resource coordination, and environmental governance. Proven ability to lead teams, implement efficient systems, and ensure compliance with institutional policies and national regulations. Committed to integrity, service excellence, and continuous professional development.

CONTACT

PHONE:
09498866518

EMAIL:
jonalyncuevas40@gmail.com

HOBBIES

Volleyball playing

EDUCATION

VISAYAS STATE UNIVERSITY (FORMERLY LEYTE STATE UNIVERSITY)

June 2001 – March 2005

Bachelor of Science in Biology major in Ecology

Thesis Study: Abundance and Distribution of Pteridophytes in Lago-Lago River on Mt. Pangasugan, Leyte

VGAA Scholar from year 1-year 4

INDIANA AEROSPACE UNIVERSITY

June 2018 - March 2019

Diploma of Professional Education

Brgy. Basak, Lapu-Lapu City

WORK EXPERIENCE

Local Government Unit of Ormoc / Section Head of Mineral Land Management Section of ENRO

January 10, 2022–present

Main Duty: Supervise all activities within the section, monitors staff performance, and develop plans and strategies to achieve goals within the specified timeframe.

Accomplishment: Through effective collaboration, we established a systematic procedure for proper monitoring of sand, gravel (SAG and quarry) operations ensuring compliance to existing laws and ordinances implemented by the city.

Nissan Can Lease Philippines Inc./Transport Manager

Oct. 1, 2010–July 31, 2019

Main Duty: Manage the transportation operation of hotel branches under contract with the company such as Peninsula Manila, Shangri-la BGC and others.

TRAININGS

Customer Service Training

conducted annually by the hotel and the company (2008-2019)

40-HR Basic Pollution Control Officer Training

January 10-14, 2022