**ROSEBELLE GUIAO**

Port Coquitlam, BC \* 604-773-0184 \* 5i4mready@gmail.com

**PROFILE**

Motivated and reliable individual transitioning into the construction industry with recent Level 1 Construction Craft Worker training. Eager to apply hands-on skills and safety knowledge in a residential construction setting. Known for being a quick learner, a dependable team player, and enthusiastic about building a long-term career in construction. Ready to contribute to a crew with a strong work ethic, attention to detail, and a willingness to take on new challenges.

**SUMMARY OF QUALIFICATIONS**

* Knowledge of how to mix, pour, and spread materials, such as concrete
* Trained in how to handle and transport construction materials properly
* Able to do physical tasks and comfortable performing demanding tasks in various weather conditions
* Capable of following established safety rules and regulations and maintaining a safe and clean

environment

* Trained in levelling, structural formwork & pouring concrete slabs, and final brush-texture &

edging done on slab

* Familiar with using hand and power tools safely and effectively
* Committed to maintaining a clean, organized, and safety-compliant worksite
* Strong communication and teamwork skills developed through previous administrative roles

**EDUCATION**

**Construction Craft Worker, Level 1**; Training Plus-LiUNA Local 1161, Surrey BC May 2025

**INDUSTRY CERTIFICATIONS**: Training Plus-LiUNA Local 1161, Surrey BC May 2025

Fall Protection, Confined Space Entrant

Telehandler, Ground Disturbance Level 2

**Construction Site Safety/WHMIS**; SiteReadyBC Mar 2025

**WORK HISTORY**

**Information Officer,** Elections Canada, Port Coquitlam, BC May 2011

* Verified voter identification and directed individuals to appropriate polling stations
* Maintained clear communication and ensured smooth voter flow

**Administrative Assistant Volunteer,** PMC Labs Ltd., Maple Ridge, BC Mar 2022

* Entered invoices, payments, and reconciliations into accounting software
* Organized and digitized data using Microsoft Word and Excel
* Supported office operations through document handling and scanning

**Office Assistant,** Korna Natural Pet Supplies Ltd., Port Coquitlam, BC May 2022-Aug 2022

* Updated product descriptions and pricing in the store’s database and website
* Assisted with inventory data entry and administrative support tasks