



Mendoza, Kevin Jordan  
attykevinmendoza@gmail.com

PERSONAL BACKGROUND AND SKILLS

- ✓ Knowledgeable in Legal research and works such as Pleadings preparation, making affidavits, drafting contracts and other legal documents;
- ✓ Has broad experience in Labor, Immigration, Taxation cases, and Commercial transactions.
- ✓ Having a broad and extensive knowledge in Economics;
- ✓ Fluent in English and Filipino and had a 6 units course in Spanish Language.
- ✓ Has experience in public consultations and political campaigning;
- ✓ Extensive knowledge in Microsoft Office Applications (Word, Excel, PowerPoint, etc.);

EDUCATIONAL BACKGROUND

Post Graduate: University of the East  
San Beda College of Law - Mendiola  
Juris Doctor of Law  
School Year 2012- 2017

College: University of Santo Tomas  
Bachelor of Arts Major in Economics  
2007-2011

High school: University of Santo Tomas- Pay High School  
High School Diploma  
2003-2007

Elementary: Dominican School Manila  
Second Honorable Mention - Elementary Education  
1997-2003

SEMINARS AND WORK EXPERIENCE

Work Experience: **Philippine National Construction Corporation**  
Legal Officer, Legal Corporate Division  
2022-Present

**Grand Apex Construction and Development Corporation**  
Corporate Secretary  
2020-2022

**Movious Construction and Development Corporation**  
Corporate Secretary  
2021-2022

**Department of Agrarian Reform**  
Chief of Staff to the Undersecretary/Acting Secretary  
2021-2022

**Riper Empire Construction**  
Chief, Legal and Human Resource Division  
Corporate Secretary  
2020-2021

**Lyceum of the Philippines**  
Substitute Professor – Basic Economics  
2017

**Department of Budget and Management**  
**Budget Analyst**  
2011-2013

Seminars and Forums:

**Levelling the Playing Field through the National Competition Policy:  
A Blended Learning Course for Government Agencies**  
12 hours Management Training  
PNCC - 2022

**Supervisory Management Program**  
40 hours Supervisory and Management Training  
DAR - 2022

**Taxation 101: For Business Entrepreneurs**  
8 hours seminar and training  
2020

**“Millennium Development Goals”**  
December 2008

**“Revising the IRA Formula”**  
November 2008

Internship: Bureau of Internal Revenue – San Juan  
May to July 2010

Valenton Gramata Loseriaga Law Offices

2013 to 2015

Staffer

6<sup>TH</sup> USTV STUDENTS' CHOICE AWARDS

University of Santo Tomas, 18<sup>th</sup> of February 2010

UST PASKUHAN 2008: KWENTONG PASKO, KWENTONG TOMASINO

University of Santo Tomas, 19<sup>th</sup> of December 2008

#### ORGANIZATIONS and AFFILIATIONS

Member

Free and Accepted Masons  
2022

Lambda Rho Beta Fraternity  
2012

Artlets Economic Society  
Active Member

Junior Philippines Economics Society  
Active Member

Philippine Council of Economics Society  
Active Member

#### SUMMARY OF QUALIFICATIONS

- ✓ Well develop organizational skills.
- ✓ Ability to work on a team, within a team and supervise others.
- ✓ Proven ability to quickly learn and utilize new methods and systems.
- ✓ Patient and Understanding.
- ✓ Noted for dependability, flexibility, and competence in all areas of pursuit.
- ✓ Excellent in written and oral communications, pro-active and good working attitude.

#### CHARACTER REFERENCE

*(Available upon request)*