

KARA MEI L. HERRERA

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📍 Kingston Road, Scarborough, Ontario

PROFILE

LinkedIn Profile: <https://www.linkedin.com/in/KMHerrera/>

Experienced economics graduate and data analytics professional with a strong background in executive and legislative affairs, project management, and strategic planning. Proven track record of drafting bills, conducting research, and coordinating programs across multiple sectors. Adept at effective communication, conflict management, and budget oversight. Recognized for exceptional leadership and contribution to various projects, with a focus on economic, education, and health initiatives. Received awards for innovation and outstanding performance. Eagerly embarking on a journey to further hone skills and knowledge through enrollment in the Global Business Management program at Centennial College. Skilled in data analysis, writing, and process management, with a commitment to achieving organizational goals.

EDUCATION

GLOBAL BUSINESS MANAGEMENT

Centennial College | September 2023 Intake

BACHELOR OF SCIENCE IN ECONOMICS

University of the Philippines | 2012 – 2016

Dean's Lister

GWA: 1.98

PROFESSIONAL EXPERIENCE

July 2022 – August
2023

EXECUTIVE ASSISTANT TO THE GOVERNOR

Provincial Government of Bataan

- Provided high-level administrative support.
- Managed communications and schedule meetings.
- Executed program and projects of the Executive.
- Coordinated events and vision.

Oct 2019 – June
2022 Philippines

LEGISLATIVE STAFF OFFICER IV

House of Representatives – Philippine Congress

- Drafted bills focused on economic, education, and health.
- Researched justifications and prepare necessary documents.
- Political coordinator for district programs and projects.
- Managed social media for Representative Joet Garcia.

Jul 2019 – Sep 2019
Philippines

CONSULTANT

House of Representatives – Philippine Congress

- Assisted in preparing bills and justifications on economic, education, and health.
- Coordinated district programs and projects.
- Collaborated with cross-functional teams to analyze and optimize budget allocations.
- Provided expert advice on policy development and implementation strategies.
- Conducted comprehensive research to support data-driven decision-making processes.
- Facilitated workshops and training sessions to enhance staff members' skills and knowledge.

Oct 2016 – Jun 2019
Philippines

ENTERPRISE SERVICES OFFICER II / III

Authority of the Freeport Area of Bataan

- Provided customer service for enterprises, ensuring smooth Freeport operations.
- Implemented strategies for enhanced efficiency and productivity.
- Oversaw compliance with regulations and internal policies.
- Collaborated with departments and stakeholders for improved services.
- Led a team addressing inquiries and issues from businesses and individuals.
- Presented performance reports to senior management.

SKILLS AND COMPETENCIES

- Budget Management
- Contract Management
- Process Management
- Customer Service
- Speaking and Writing Effectively
- Data Analysis
- Strategic Planning
- Microsoft Office
- Conflict Management
- Monitoring and Evaluation
- Project Coordination

AWARDS RECEIVED

Authority of the Freeport Area of Bataan 2018

Employee of the Quarter (3rd Quarter)

Employee of the Year

Villar League of Excellence Awardee 2016

Most Innovative Project (CE Week 25)

University of the Philippines Circle of Entrepreneurs 2014 – 2016

Most Outstanding Member

Most Outstanding Assistant Vice President

Vice Presidential Certificate of Leadership Excellence March 2012

President of Bataan National High School's Supreme Student Government

Second Place – The Violet Richardson Award March 2012

Honoring Young Women for Volunteer Action (Central Luzon)

First Place – The Violet Richardson Award March 2012

Honoring Young Women for Volunteer Action (Bataan)

NOTABLE ACCOMPLISHMENTS

- 2022
Speaker, London Blockchain Conference at London, United Kingdom
Topic: Application of Blockchain in Government Systems
- 2019
Content Expert and Secretariat of Competency-Based Human Resources System
- 2017 – 2018
Data Analyst for cost-benefit analyses in the Senate, Congress, Department of Finance, and National Economic and Development Authority
Point person for TRAIN 2 and financial analyses of enterprises

MEMBER AND ROLES

- Mariveles-AFAB Partnership Steering Committee Technical Working Group
- Economic Affairs Committee, FAB Enterprise Department

TRAINING ATTENDED

- Streamlining and Process Improvement of Critical Services for National Government Agencies (Development Academy of the Philippines, November 2018)
- Image, Personality, and Communication Training (OPT Training & Consultancy Services, March 2018)
- Supervisory Development Course Track 1 (Civil Service Commission, February 2018)
- ISO 9001:2015 Quality Management System Awareness (TUV Rheinland, December 2017)
- Writeright! Training Course in Technical Writing for the Public Sector (Development Academy of the Philippines, October 2017)
- Stress Management in the Workplace (Authority of the Freeport Area of Bataan, November 2016)