

## Florante P. Singcak

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- Highly competent with vast transferable skills gained from previous roles to add value to the organization.
- Continuously upgrading skills to keep up with relevant technologies.
- Seeking the right opportunity to dedicate a full-time career for a well-established company.

### Skills:

- **Web development:** JavaScript, HTML, CSS, React, Node.JS, Bootstrap, Web-API
- **Data:** Excel, Python, Tableau
- **Graphics Design:** Desktop publishing, Adobe Photoshop, Corel Draw, Photography
- **Admin:** Microsoft Office (Word, Excel, PowerPoint, Publisher); Data entry (60 wpm)

### Course/Certifications:

Mar 2023 - Front-end Web Development (edX-Trilogy Skills Bootcamp)

Oct 2022 - Introduction to Tableau (Datacamp)

Feb 2022 - DevNet Associate (Skills Bootcamp - Open University & Cisco Networking Academy)

Jan 2021 - Cloud Computing Basics (Coursera)

Sep 2020 - Python Programmer Track Certificate (Datacamp)

Aug 2020 - Certified Associate in Python Programming (Python Institute, OpenEDG)

### Work Experience:

#### Concierge/Porter/Caretaker (Dec. 2022 to present)

Claibon Property Services, Victoria, London

Provide temporary cover duties for various high-end residential properties of company's clients in Central London.

#### Building Porter (Sept. 2021 to Dec. 2022)

Dorchester Estates, Marylebone, London

Deliver client reception services, building security and ad hoc maintenance duties for the headquarter building of a real estate company that provide serviced-offices and residential properties.

#### Self-employed (2011 to 2021) Housekeeping Services.

Provide hotel-standard housekeeping/cleaning services. Entrusted with key-holding service. Dedicated service to various HNW households in and around Kensington and Chelsea area.

#### Self-employed (2009 to 2021) Online Trader.

Private hedge fund. Philippine Stock Exchange

#### Porter/Building Manager (2007 to 2011)

Serviced Apartments, Mayfair, London

Managed the front desk and daily housekeeping and professional maintenance requirements of a block of residential flats in Marble Arch that are being short-let to tourists. Maintained security and accurate record of keys.

#### Financial Analyst (2002 to 2007)

Executive International Movers, Inc., Metro Manila, Philippines

Reported directly to the Managing Director. Carefully managed the overall finance and administration requirements of the company. Liaised directly with the Corporate Secretary on various legal issues. Managed company's cash flow position, as well as account payables and receivables. Wrote various ad hoc reports.

#### Investment Analyst/Research Production Staff (1997 to 2001) Vickers Ballas Securities (Philippines), Inc.

Investment Analyst (1996 to 1997) Philippine TA Securities, Inc.

Marketing Assistant/Research Analyst (1992 to 1996) Rizal Commercial Banking Corporation, Makati City, Phils.

Research Assistant (1 year, 1991 to 1992) University of Asia and the Pacific, Pasig City, Philippines

**Education:** Bachelor of Arts in Economics (1991), Adamson University, Philippines

**Volunteering:** Extraordinary Minister of the Eucharist (2007 to present), Carmelite Church, Kensington, W8