

Operations & Project Coordination Portfolio

Ronel G. Magtaas

Operations Support | Corporate Services | Project Coordination | Process Improvement

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Professional Overview

Operations and Project Coordination professional with eight years of experience supporting high-volume, regulated operations. Strong background in inventory and documentation control, compliance, reporting, safety, logistics, SAP and process improvement. Proven ability to identify procedural gaps and implement solutions that are formally adopted into company standard operating procedures (SOPs).

Core Competencies

- Corporate Services Support
- Asset & Inventory Monitoring
- Facilities & Shared Resources Coordination
- Documentation Control & Compliance
- Policies & Procedures Review
- Reporting, Metrics & Data Accuracy
- Process Improvement & SOP Development
- Cross-Functional Coordination

Case Study 1: Process Improvement & SOP Adoption

Project: Reconciliation & Documentation Workflow Improvement

Role: Operations Assistant

Industry: Oil and Gas / Logistics (High-Volume Operations)

Business Problem

The existing reconciliation and documentation process was manual, repetitive, and prone to delays, resulting in extended processing time and increased risk of data discrepancies during audits.

Actions Taken

- Led process review and redesign in coordination with operations, compliance, and documentation teams
- Redesigned the reconciliation process to improve data flow and control points
- Standardized documentation templates and reporting formats

- Coordinated with stakeholders to validate changes and ensure compliance

Results

- Reduced reconciliation processing time from 45 minutes to 3 minutes
- Improved accuracy, traceability and simplicity of operational records
- Adopted formally into the company's Standard Operating Procedures (SOPs)
- Improved audit readiness and reporting consistency
- Reduced manual handling and operator fatigue

Key Skills Demonstrated

Process review, policy alignment, documentation control, continuous improvement, compliance

Case Study 2: Inventory, Asset & Documentation Control

Scope: Operational Records, Asset Tracking, Compliance Documentation

Role: Operations Assistant

Industry: Oil and Gas / Logistics (High-Volume Operations)

Challenge

Operational assets and documentation were managed across multiple teams, increasing the risk of record inconsistencies, audit findings, and delays in retrieving critical information.

Actions Taken

- Maintained accurate and up to date inventories of operational assets and records
- Ensured documentation alignment with company policies, safety standards, and regulatory requirements
- Implemented structured logging and tracking practices to improve traceability
- Coordinated with cross-functional teams to identify, investigate, and resolve discrepancies
- Supported internal and external audits by preparing organized, compliant, and verifiable records

Results / Impact

- Strengthened internal controls and compliance posture
- Improved accessibility, accuracy, and reliability of operational records
- Reduced audit preparation effort through organized and traceable documentation
- Enabled consistent monitoring and accountability of assigned assets and resources

Key Skills Demonstrated

- Asset and inventory control, documentation governance, compliance support, audit readiness, cross-functional coordination

Systems & Tools

- ERP: SAP SD
- Business Tools: Microsoft 365 (Excel, Word, PowerPoint)
- Operations Systems: FuelFacs (Technip FMC), SCADA
- Reporting & Tracking: Excel dashboards and macros, control logs, metrics reports, Power BI data monitoring and updating

Certifications & Professional Training

- Project Management Fundamentals – IBM
- Agile Explorer – IBM
- Enterprise Design Thinking Practitioner – IBM
- Hazard and Risk Assessment Fundamentals – University of the Philippines Open University
- Basics of Resilience – University of the Philippines Open University

Education

Bachelor of Science in Computer Science

University of Batangas

Professional Statement

I am a proactive, detail-oriented professional with a strong sense of integrity and urgency. I excel in structured environments that require accuracy, accountability, safety and continuous improvement, and I am committed to supporting efficient and compliant corporate services operations.