

Given Name M.I. Surname

09xx-xxx-xxxx | xxx-xxxx | xxxxx@xxxxx.com

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| CAREER OBJECTIVE | Interested to pursue a long-term career in finance, human resources , and other related openings. |
| EDUCATION | Ateneo de Manila University BS Management Engineering Minor in Finance (March 2012) Honorable Mention Candidate |
| AWARDS RECEIVED | President Gloria Macapagal-Arroyo Awardee for Campus Journalism (2008) |
| WORK-RELATED EXPERIENCE | Unionbank of the Philippines Intern, Customer Segment Management (April-May 2011) <ul style="list-style-type: none">Studied the Ecclesiastical Segment and gave insights and recommendations used to improve products and servicesHelped design the Segment Monitoring Report and process for tagging accounts Alay Ni Ignacio (ANI) Chairperson (2011-Present) <ul style="list-style-type: none">Overall head of the whole organization and oversaw the implementation of the program while ensuring sustainability and transition through change managementCoordinated with the different units in implementing the summer school program Ateneo Registration Committee Secretariat Head (2011-Present) <ul style="list-style-type: none">In charge of proposing, allocating and distributing the Php 85,200 allowance and roughly Php 450,000 budget given by Ateneo |
| CO-CURRICULAR ACTIVITIES | Pathways Volunteers Team Volunteer Formation Head (2011-Present) <ul style="list-style-type: none">Created a formation program that taught skills such as facilitation, empowerment and project management for the student and professional volunteersIncreased their competencies and confidence thereby improving operations Alay Ni Ignacio (ANI) Christian Living Department Chair (2011-Present) <ul style="list-style-type: none">Modified the modules and program increasing student's awareness of their by 10%-20%Became part of the Ten Accomplished Youth Organizations in 2010 |
| SEMINARS ATTENDED | Nestle Management Immersion for Leadership Excellence (MILE) (October 2011) Ateneo Placement Exposure Seminar on Finance (September 2011) CFA Institute: Jumpstarting a Career in Finance (January 2011) Operations Research Society of the Philippines: Operations Research Seminar (December 2010) |
| SKILLS & INTERESTS | I am organized and structured in my activities as well as excellent in time management. I enjoy planning and project management and am highly principled. People describe me as a conservative decision-maker and a dedicated and thorough worker. I am computer literate with basic knowledge in video editing. |