Given Name M.I. Surname

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

|  |  |
| --- | --- |
| 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)   * Studied the Ecclesiastical Segment and gave insights and recommendations used to improve products and services * Helped design the Segment Monitoring Report and process for tagging accounts   Alay Ni Ignacio (ANI)  Chairperson (2011-Present)   * Overall head of the whole organization and oversaw the implementation of the program while ensuring sustainability and transition through change management * Coordinated with the different units in implementing the summer school program   Ateneo Registration Committee  Secretariat Head (2011-Present)   * 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)   * Created a formation program that taught skills such as facilitation, empowerment and project management for the student and professional volunteers * Increased their competencies and confidence thereby improving operations   Alay Ni Ignacio (ANI)  Christian Living Department Chair (2011-Present)   * 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. |