

Carlo Gerrico C. Maximo

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PROFILE

A dedicated computer programming student with two years of professional experience in research and data collection. Possesses communication and interpersonal skills. Enthusiastic about promoting student success and creating a supportive college environment for fellow students.

PROFESSIONAL EXPERIENCE

Institutional Shareholder Services Philippines, Inc
Junior Analyst

April 2022 – October 2023

- Collected relevant data in MS Excel relating to the corporate governance practices of publicly traded companies in Germany, Switzerland, Austria, and Liechtenstein.
- Oversaw monitoring of corporate news and events to ensure the accuracy and currency of collected data.
- Attended to internal and external client feedback and inquiries to ensure data is aligned with current data collection guidelines and explain ISS' policy and collection methodologies when necessary.
- Performed ad-hoc duties as assigned, including providing support with the tracking of company materials in the EMEA region, handling Person ID requests, and conducting refresher trainings for colleagues.

Rev.com
Transcriptionist

September 2021 – March 2022

- Wrote audio and video transcripts for clients.

EDUCATION

University of the Philippines Diliman
Bachelor of Science in Geology

August 2018 – September 2021

- Joined the Developer Student Club – UP Diliman as a founding member. Collaborated with fellow members to define and outline projects that the DSC would undertake in the future.
- Engaged in geologic surveys within the Philippines and produced field reports.
- Completed undergraduate coursework in Python, Java, and C++ programming languages, demonstrating proficiency in all three.

Sheridan College
Diploma in Computer Programming

January 2024 – April 2025 (In Progress)

- Took coursework on data communication and networking, programming, HTML/CSS, and technical communication.

SKILLS

Technical: Coursework in Python, Java, C++, HTML, CSS. Self-taught C.

Tools: Microsoft Office (Excel, PowerPoint, Outlook, Word), JIRA, VSCode, QGIS.

Languages: English and Filipino.

Miscellaneous: Research, data collection, report writing. Experienced in office communication. Demonstrated ability to meet deadlines and work collaboratively within teams.