

JANESSA REEANNE E. FONG

166 Rudgear Dr.
Walnut Creek, CA, 94596
(925) 698-3569
janessarefong@gmail.com
LinkedIn URL: www.linkedin.com/in/janessafong



OBJECTIVE

To be a part of a dynamic company that allows me to utilize and enhance my skills in finance, communications, and marketing as well as be an avenue for continuous learning and development in the field, to strive for excellence and attain a high level of performance towards achieving the company's goals and become more knowledgeable about the workplace, its people, and its respective functions.

EDUCATION

- May 2013 – Jun 2017 **DE LA SALLE UNIVERSITY – MANILA**
Bachelor of Science degree in Management of Financial Institutions, Major in Financial Management, . Dean's List: 1st Term, AY 2014-15; 2nd Term, AY 2014-15; 2nd Term, AY 2015-16; 1st Term, AY 2016-17.
- 2009 – 2013 **ASSUMPTION COLLEGE SAN LORENZO – MAKATI CITY**
High School Diploma, March 2013. Awards: Outstanding in Mathematics, 2013; Outstanding in extra-curricular activities, 2013.

WORK EXPERIENCE

- Jan – Jun 2018 **FUND TREASURY ASSOCIATE, INFINIT-O GLOBAL, LIMITED (APPLIED QUANTITATIVE RESEARCH)**
Assisted in financial reporting oversight, regulatory reporting oversight, valuation oversight, accounting policies and control oversight, revenue and expense management oversight, designed excel templates for increased efficiency, provided mentorship to our interns, analysis of reports and statements.
- Jan – Mar 2017 **FUND TREASURY INTERN, INFINIT-O GLOBAL, LIMITED (APPLIED QUANTITATIVE RESEARCH)**
Assisted in the financial statements review for mutual funds and hedge funds, communicated concerns to the onshore team when deemed necessary, and developed a greater understanding on the funds' financial aspects.

CO-CURRICULAR ACTIVITIES

- 2016 – 2017 **DIVISION MANAGER FOR MARKETING, LA SALLE DANCE COMPANY – STREET, DLSU CULTURE AND ARTS OFFICE (CAO)**

Prepared and managed the content plan for the whole academic year, managing the publicity materials for events, productions and competitions, networking with companies, launched Hip Hop Dance Convention 2017, Danz Dish 12, and Danz Dish 12 Nationwide Tour.

2015 – 2016

DIVISION MANAGER FOR FINANCE, LA SALLE DANCE COMPANY – STREET, DLSU CULTURE AND ARTS OFFICE (CAO)

Budgeted and launched the first Danz Dish Nationwide Tour, handled local and international expenses, prepared financial statements, ledger and MOAs, budgeted and launched the first Hip Hop Dance Convention in the Philippines, and budgeted Danz Dish 11.

PROJECTS

July – Aug 2017

DANZ DISH XII: ETHEREAL – THE NATIONWIDE TOUR

Designed publicity collaterals for online promotions, prepared partnership proposals and packages, designed merchandise and tickets, and managed social media accounts of the group.

June 2017

DANZ DISH XII: ETHEREAL

La Salle Dance Company – Street’s annual thanksgiving concert. Our organization produced a two-day concert

Feb 2017

HIP HOP DANCE CONVENTION 2017: IN UNISON

Three-day event that continues to aim to provide opportunities for dancers nationwide to secure their role in our journey to upholding unity in the entire dance community. Duties and responsibilities include: creating a sponsorship database to monitor all contacted companies, individuals and partners, solicited cash and x-deals from partners and companies, designed and produced publicity materials, managed the creatives team alongside with the Division Manager of Production and Logistics for online promotions , created the calendar of events for the releases of each social media output, managed event partners during, before and after the event proper, company profile kept up-to-date released together with partnership proposals and packages, in charge of tokens, prizes, online contests, souvenir programs, giveaways for participating partners, audience and winners.

Apr 2016

DANZ DISH 11: I WILL

La Salle Dance Company – Street’s annual thanksgiving concert. Our organization provided three shows, one of which held a benefit concert for a charity. Responsible for generating income through fundraising projects and merchandise sales, preparing projected and actual financial statements, budgeting, MOA contracts, and provide prompt payment to suppliers, choreographers and the like. Scouting for price options on equipment, monitoring sales and expenses. Transparency on the financial status of the organization through constant communication and reporting.

Feb 2016

HIP HOP DANCE CONVENTION 2016

A two-day event being the first ever dance convention in the Philippines. Responsible for international and domestic financial affairs, preparation of projected and actual

financial statements, pricing, fundraising projects, collection of payments, preparation of MOA contracts and prompt payment and/or reimbursement to suppliers, dancers, choreographers, etc.

Oct – Dec 2015

DANZ DISH 10: THIS IS WHAT WE BATTLE – THE NATIONWIDE TOUR

La Salle Dance Company Street's first nationwide tour. Duties include handling overall finances of tour locations, record all income and expenses of the group, pricing of tickets and merchandise.

Nov 2015

REMIKS' 15

In charge of monitoring ticket and merchandise sales, prompt payment of suppliers, rentals, etc., overseeing that the staff and participants are well taken care of, and tabulation of scores.

HONORS & AWARDS

Aug 2018

GAWAD IJIN (BEST IN FINANCE 2015-2016), GAWAD CULTURA AWARDS, DE LA SALLE UNIVERSITY CULTURE AND ARTS OFFICE

As the La Salle Dance Company - Street's Division Manager for Finance for the year 2015-2016, this is awarded to the De La Salle University Culture and Arts Office group who has efficiently managed their finances and was able to grow all their resources (assets and capital) throughout the year without compromising the quality of their productions.

Aug 2018

GAWAD ANNI (BEST IN MARKETING 2016-2017), GAWAD CULTURA AWARDS, DE LA SALLE UNIVERSITY CULTURE AND ARTS OFFICE

As the La Salle Dance Company - Street's Division Manager for Marketing for the year 2016-2017, this is awarded to the De La Salle University Culture and Arts Office group who has consistently and creatively strategized and implemented marketing plans and conceptualized publicity materials for the promotion of the group's activities, that has contributed to the development of their audiences.

Nov 2015

1ST PLACE (LA SALLE DANCE COMPANY – STREET), GIGI ART OF DANCE TELL YOUR TAKE MEGA-TEAM DANCE COMPETITION, JAKARTA, INDONESIA

PERSONAL BACKGROUND

Born on March 16, 1995 in Walnut Creek, California and raised in Manila, Philippines. Fluent in speaking English and limited working proficiency in Filipino. Knowledgeable in Microsoft programs, Apple programs and Adobe Photoshop and Adobe Lightroom. Determined, eagerness to learn, goal-oriented, keen to detail, team player and a perfectionist.

REFERENCES

Available upon request.