



### **Personal Information**

**Address:** U1005 Tower 2, Avida 34<sup>th</sup>, 34<sup>th</sup> Street corner 11<sup>th</sup>

Avenue, Fort Bonifacio, Taguig

**Contact No.:** +63 966 832 7030

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### **Certification**

**Certificate Course in Digital illustration and Page Design**

July 31 to October 16, 2021

CIIT College of Arts and Technology

**Certificate Course in Facilitating Adult Learning**

December 9 to 13, 2019

Ateneo CORD

**White Belt Six Sigma**

February 7, 2020

Teleperformance Philippines Inc.

### **Trainings Attended**

**Digital illustration and Page Design**

July 31 to October 16, 2021

CIIT College of Arts and Technology

**Facilitating Adult Learning**

December 9-13, 2019

Ateneo CORD

**Effective Communication Training**

January to June 2018

Toastmasters International

**Within and Beyond Borders: Balancing Accuracy and Creativity in Speech Writing**

May 12, 2018

Toastmasters International

### **Skills**

- Fluent in English, verbal and written
- Analytical with above average problem-solving skills
- Able to work with minimal supervision
- Team-player

# **JESSE R. RUBIC**

## **Professional Experience**

### **Digital Experience Designer**

Manulife Philippines

January 2022 – Present

- Expert with tools such as Microsoft Office, Adobe Captivate, Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Articulate 360, Epilex500 (Simulator), VYOND, Powtoon, Camtasia, and Murf
- Design eLearning materials according to Manulife's brand guidelines
- Manages full project delivery and eLearning process: learning needs analysis, development, evaluation and continuity
- Assist learning facilitators through the Train-the-trainer program
- Onboard new digital experience designers into the team
- Lead in seeking opportunities to improve the existing eLearning development process
- Manages content in multiple learning management systems (Axonify, Cornerstone)
- Assist Manulife Canada with eLearning-related support

### **Curriculum Developer (Assistant Manager)**

Teleperformance Philippines Inc.

February 2020 – January 2022

- Designs and develops instructional materials for training courses that support employee competency and development (ADDIE, Gagne's Events, Kirkpatrick Model)
- Assist TPUSA training team as their Curriculum Developer
- Report to US stakeholders regarding updates for each project

### **Training Specialist**

Acabar Marketing International Inc.

December 2018 – December 2019

- Conduct classroom product training and deliver 1-2-1 hands-on product training to contact center advisers
- Design training modules in line with Samsung training goals
- Evaluate training materials and modify training curriculum based on training needs

### **Project Lead (Sales)**

Proventa International Philippines

June 2018 – December 2018

- Lead Sourcing of Delegates or Sponsorship
- Cold-calling to C-level level Executives

### **Customer Services Representative**

Convergys Philippines Inc.

April 2017 – May 2018

- Provide medical benefits and process medical claims (Cigna Medical Insurance)
- Acknowledge and resolve customer complaints

### **Training and Ministry assistant**

Cathedral of Praise

April 2015 – December 2016

## **Education**

### **Cathedral of Praise**

Ermita, Manila

Bachelor of Arts Major in Theology

AY 2011 - 2015