Jules Royd P. Tobias

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Skills Summary

Programming and Web Development
- Designed and created a static, responsive, and mobile friendly portfolio website hosted in GitLab
- Developed an E-Commere API using Node and Express.js
- Completed a Full-Stack Application using the MERN Stack

Client Communication
- Collaborated with Regional Heads across the globe to ensure that all new and existing clients are being billed accurately
- Corresponded using email or online meeting portals on a daily basis
- Conducted process walkthroughs to external partners and risk reviewers

Time Management
- Involved in different automation projects to eliminate manual touchpoints within the existing processes on Top of BAU processes
- Completed 48 hours of training on a yearly basis

Additional Skills
- Basic Photo Manipulation using Adobe Photoshop
- Basic Video editing using Capcut
- Advanced Microsoft Excel

Projects

Portfolio Website
- A personal website hosted in GitHub showcasing the application of HTML, CSS, and Bootstrap 4

E-commerce Website
- An e-commerce website hosted in Vercel utilizing MongoDB, Express.js, React.js, and Nodejs (MERN stack).

Education

Full Stack Web Developer Program (MERN Stack)
Zuitt Bootcamp
May 2023 – Jun 2023

B.S. in Commerce Major in Applied Economics
De La Salle University
Jul 2004 – Jan 2008

High School Diploma
University of Santo Tomas High School
Jun 2000 – Mar 2004

Work Experience

Billing Associate | JPMorgan Chase & Co. | May 2019 – Apr 2023
- Collaborated with Software Developers to establish an automation process for an account creation process which minimized the processing time per item and reduced the manual touchpoints resulting to team's higher accuracy and productivity
- Maintained partnership with internal teams to ensure seamless process continuity

Billing Supervisor | JPMorgan Chase & Co | Aug 2016 – May 2019
- Partnered with different Global Managers and Executives to discuss potential risks arising from client bespoke requests and review options or workarounds that can be offered to mitigate these risks
- Managed daily and monthly reporting metrics for volume and capacity analysis

Content Analyst | S&P Global Market Intelligence | Feb 2016 – Aug 2016
- Maintained data accuracy for client's financial records used in making financial decisions
- Reviewed annual and quarterly filing documents to ensure that published company information is correctly reported

Financial Consultant | PRU Life U.K | Aug 2014 – Feb 2016
- Educated clients about investment options that would fit their profile to assit then in planning their future.
- Performed risk profiling and client evaluation to design the suitable investment option

Business Ops Officer | Arvato Bertelsmann | Apr 2014 – Aug 2014
- Managed business process migration
- Conducted capacity projection, training, and documentation
- Represented the company in project discussions with client representatives and stakeholders

Process Supervisor | JPMorgan Chase & Co. | Mar 2010 – May 2014
- Managed a team of 5 and 25 financial processes which applies different deposit options
- Handled daily, weekly, and monthly reporting for both Manila and Tampa stakeholders

Account Specialist | Megaworld Corporation | Jul 2009 – Jan 2010
- Ensured accuracy of tax and fee computation that are due for collection with the client
- Coordinated with client's account compliances and addressed client's concerns and queries