

# PAOLO ALBERTO DR. VELASCO

32 years old, Married

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Portfolio: <https://paolov1ph.github.io/portfolio/>



## **OBJECTIVE**

I aim to grow my IT career in a well-established organization that will fully utilize my team management, supervision and technical skills for mutual growth and success. I firmly believe that my 9-year working experience in actuarial valuation, pension administration and systems and program development will significantly contribute to your company's vision and mission.

## **WORK EXPERIENCES**

Willis Towers Watson, Global Processing and Technology Center

### **IT Business Analyst – Tester & Quality Assurance, 2017 to 2018**

- Creates testing plans for company in-house system for data management.
- Identifies points of improvement for company systems and tools.
- Provide system support for the global health and group benefits configuration team.

### **Pension Administration – Team Leader & Developer, 2014 to 2017**

- Managed Philippine-based developer support team for United States Pension Administration Group.
- Developed programs for company systems for pension administration, calculations and forms
- Developed Bulk Lump Sum (BLS) and Pension Plan termination projects for United States
- Supervised the updating of employee databases to meet service level agreements for American and Canadian clients
- Provided programming set-up and support database updates for company in-house systems

**Major Accomplishment:** Played a key role in the creation & set-up of a new team by developing and implementing BLS processes & procedures, defining manpower requirements, hiring & actual operational start.

### **Actuarial Valuation – Actuarial Analyst, 2009 to 2014**

- Performed accounting & funding valuations & projections for Defined Benefit (DB) & hybrid pension plans
- Provided programming set-up and support for pension plans for company in-house systems
- Provided administrative support for Defined Contribution (DC) benefit calculation
- Managed and supervised group plan valuations and benefit calculation projects

## **CERTIFICATION/EDUCATION/TRAININGS**

### **Java 1 & 2**

University of the Philippines, Diliman, ITDC 2018

### **Web Development**

Tuitt Coding Bootcamp, Quezon City

## **EDUCATIONAL BACKGROUND**

### **College**

University of Santo Tomas Manila, College of Science

Bachelor of Science in Mathematics Major in Actuarial Science, 2004-2008

### **Secondary & Primary**

Xavier High School, 2000-2004; Xavier Grade School, 1993-2000

## **PROFESSIONAL TRAININGS & SEMINARS**

- 7 Habits for Managers; Towers Watson, Taguig City, Philippines; November 2016
- Project Management Training; Kuala Lumpur, Malaysia; July 2014
- Benefit Optimization: Building the right benefits programme for your organization; Towers Watson Regional Training, Shanghai, China; February 2013
- Benefits Design Training; Towers Watson Regional Training, Shanghai, China; February 2013
- 7 Habits of Highly Effective People; Towers Watson, Taguig City, Philippines 2012
- Assertive Communication; Towers Watson, Taguig City, Philippines; 2010

## **SKILLS**

- Proficient in Web development and programming languages HTML, CSS, JS, PHP, MySQL, Java, jQuery, Visual Basic and Fortran.
- Proficient in Web development frameworks Bootstrap, MD Bootstrap, Materialize and Laravel.
- Proficient MS Office Applications.
- Excellent knowledge of pension and retirement plans in United States, Canada, Hong Kong, Korea, Taiwan, Sweden, and Philippines
- Excellent knowledge of pension accounting, financial mathematics and annuities
- Effective and efficient supervisory and management skills, people management and project management
- Excellent oral and written communication skills
- Solution-oriented, has good leadership and time management skills and best in finishing deadlines