

DERWIN CRISOLOGO JR.

Hybrid HR-Finance-Admin Leader | Data-Driven Operations Strategist

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CAREER SUMMARY

Multidisciplinary professional with 5+ years of experience bridging HR, finance, administration, and data analytics to drive operational excellence across shipping, FMCG, and HR consulting. Proven ability to synthesize cross-functional workflows—from financial controls (P&L, cash flow) and HR compliance to administrative efficiency and data-driven decision-making. Leverages SQL, advanced Excel, and BI tools to transform siloed operations into integrated solutions, and sustained business continuity during crises (pandemic/typhoon Odette).

EXPERTISE

Process Optimization | Compliance and Risk Management | Data Analysis and Reporting | Record-keeping Automation | Adaptability and Crisis Management | Financial Management and Analysis | Bookkeeping | Bank Reconciliation | Inventory Reconciliation | Budget and Cost Analysis | Cross-functional Leadership | Strategic and Operational HR Leadership | Compensation and Benefits Analysis

TECHNICAL SKILLS

SQL | MS Excel (Power Query, PivotTables, Macros) | Canva | Tableau | Power BI | Google Workspace | Python

PROFESSIONAL EXPERIENCE

MANAGING PARTNER | ManyTaskers | Mactan New Town, Mactan, Lapu-Lapu City, Cebu Dec 2024 – present

- Drove revenue growth by spearheading business development, securing new clients through targeted market research, strategic networking, and relationship-building initiatives.
- Cultivated strategic client partnerships via consultative selling and negotiation, aligning tailored HR solutions with evolving business objectives to ensure satisfaction and long-term retention.
- Orchestrated end-to-end client lifecycle delivery, from applicant sourcing and onboarding through solution implementation and compliance management, ensuring seamless service execution.

FINANCE SUPERVISOR | Golden Brew Marketing, Inc. | Banilad, Mandaue City, Cebu Mar 2021 – present

- Directed core financial functions (Treasury, AR, AP, Inventory, Bookkeeping, Reporting), ensuring accuracy, preventing profit leaks, optimizing cash flow, and safeguarding financial health.
- Managed HR, Administration & Compliance, overseeing personnel, labor law adherence, safety/security standards, permit renewals, and secure record-keeping across all regulatory levels.
- Proactively identified and implemented process improvements, streamlining financial and administrative workflows to boost efficiency and meet critical deadlines.
- Led cross-functional finance and admin teams, fostering collaboration and strengthening stakeholder trust through transparent financial reporting and analysis.

HR AND ADMIN ASSISTANT | Golden Brew Marketing, Inc. | Banilad, Mandaue City, Cebu Mar 2020 – Feb 2021

- Served as primary liaison between Head Office management and Local Sales Office employees, ensuring seamless communication, policy alignment, and timely information flow.
- Managed comprehensive local HR functions including recruitment coordination, onboarding, benefits/payroll administration (including biometrics & loan processing), and employee relations support.
- Oversaw employee lifecycle compliance, processing clearances, exits, and assisting with industrial relations matters including documentation for minor cases and legal proceedings.

HR BUSINESS PARTNER | Golden Dragon Fast Craft Builder, Inc. | Labogon, Mandaue City, Cebu Mar 2020 – Feb 2021

- Directed comprehensive revisions of company rules & regulations, ensuring alignment with evolving labor standards and reducing operational risk.
- Realigned salary frameworks using market data, skill, tenure, and leadership criteria, optimizing compensation costs while boosting talent retention.
- Led design/execution of company events and initiatives, analyzing feedback to enhance satisfaction.
- Instituted evaluations as key HR metrics; leveraged data to gain approval for initiatives, develop training, and implement succession plans accelerating internal mobility.

EDUCATION

Bachelor of Science in Psychology | Cum Laude | University of San Jose-Recoletos

Mar 2019

CERTIFICATIONS

Meta Data Analyst Professional Certificate

Meta X Coursera | Aug 2025 | Credential ID: Q9KF4ZXS01AU
Google Sheets, SQL, Python, Tableau, and statistical analysis for business intelligence

Certified Computational Finance Analyst

Institute of Finance and Management | Feb 2024 | Credential ID: fd8a593711274
Quantitative financial modeling, valuation, and FP&A analytics

40-Hour BOSH for Safety Officer 2

Ayllon-Delos Reyes Safety Management Consultancy Services | Aug 2023 | Credential ID: OLBOSH-670823-1800
Philippine-accredited OHS competency

Certified Lean Six Sigma Yellow Belt

Nievgen Management Consultancy | May 2023 | Credential ID: 052423030
Process Optimization Methodology

Certified Human Resource Associate

Human Resource Educators' Association of the Philippines, Inc. | May 2021 | Credential ID: CHRA011-0492021
Foundational accreditation for Philippine HR operations and compliance

ADDITIONAL EXPERIENCE

FREELANCE RECRUITER | Various Companies

Mar 2020 – present

ALUMNI CHESS COACH | University of San Jose-Recoletos, School of Arts and Sciences

Apr 2019 – present

VOLUNTEER | Aboitiz Foundation, Inc.

Jun 2015 – Mar 2019

INDUSTRIAL INTERN | Target Organizational Performance Solutions

Nov 2018 – Feb 2019

CLINICAL INTERN | Stages Center, Inc.

Jun 2018 – Sep 2018

PROFESSIONAL DEVELOPMENT

TECH RECRUITMENT + BACK TO SCHOOL BOOTCAMP | DevSkiller

Aug 2025

180-HOURS DATA ANALYTICS | EXCELHelpline

Jul 2024

SQL (ADVANCED) | HackerRank

May 2023

PROJECT MANAGEMENT FUNDAMENTALS | MSTConnect

Apr 2022

PSYCHOLOGICAL FIRST AID | AHA Psychological Training Services

Jan 2022

BECOME A TECHNICAL RECRUITER | LinkedIn Learning

Jul 2020

TECH SOURCING CERTIFICATION COURSE | AmazingHiring

Jun 2020

TECH RECRUITMENT CERTIFIED PROFESSIONAL | DevSkiller

May 2020