

ROMELIE MAE M. TAMARES

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OBJECTIVES:

To be able to utilize my strong research, planning and project coordinating skills and significantly contribute to community and environmental development. To strive for continuous professional and personal growth while being able to acquire necessary skills to do so.

EDUCATION:

Diploma in Urban and Regional Planning (Major in Public Works Planning)

UNIVERSITY OF THE PHILIPPINES DILIMAN, August 2016 to Present
School of Urban and Regional Planning

Bachelor of Arts in Social Sciences (Major in History, Minor in Philosophy)

UNIVERSITY OF THE PHILIPPINES BAGUIO, June 2009 to March 2014
College of Social Sciences

WORK EXPERIENCE:

Cognito Inc.

Research Associate (Freelance)

- Provides full support to the Research Consultant with project-specific commissioned by clients.
- Assists the Research Consultant (pre/during/post) in terms of field operations and research analysis
- Performs other tasks that may be assigned from time to time by Research Consultant
- List of Projects:
 - *Project BEST* – October 2020
 - *Project EMERGE* – December 2020

RURBAN Strategic Development Planners Inc. (RSDPI)

Junior Planning Specialist / Project Coordinator

January to September 2020

- Assist assigned Project Team Leader in maintaining and monitoring project schedules, activities and budget management
- Lead in the organization of RSDPI team and stakeholders' meetings, workshops, etc.
- Serve as direct link between RSDPI team and the client
- Assist the assigned Lead Sector Planner in the prioritization of programs, projects and activities in response to the five development sectors and in ensuring that the Project adheres to frameworks, etc.
- Assist in gathering and analysis of data, integrate findings into the plan documents and ensure that all documentation is appropriately maintained
- Perform responsible professional planning work in the review of development proposals and both short and long-range planning and economic development studies
- Prepare charts, diagrams and other documents for reports and public hearing notices
- Gather and analyze statistical data, such as long-range transportation, population characteristics, growth trends and other data
- Perform research on a variety of planning issues; prepare and/or revise planning Ordinances
- List of Projects:
 - *Abra de Ilog, Occidental Mindoro* – Formulation of Volume I: Comprehensive Land and Water Use Plan (CLWUP) 2020-2030, Volume III: Sectoral Analysis, Comprehensive Development Plan

- *Borongan, Eastern Samar* – Formulation of Ecological Profiling (EP) 2019, Comprehensive Land Use Plan (CLUP)
- *General Trias, Cavite* – Contingency Planning Workshop (Staff and Facilitator); Formulation of Comprehensive Development Plan (CDP)
- *Mauban, Quezon* – Formulation and Revision of Comprehensive Land Use Plan (CLUP) 2018-2028; final editing of Zoning Ordinance
- *Marabut, Samar* – Revision of Comprehensive Land Use Plan (CLUP) and draft of CLUP Final Presentation
- *Pasacao, Camarines Sur* – Revision of Comprehensive Land Use Plan (CLUP) based on PLUC Comments
- *Ragay, Camarines Sur* – Formulation of Ecological Profile (EP) and Comprehensive Land Use Plan (CLUP)
- *Real, Quezon* – Revision of Local Climate Change Action Plan (LCCAP) 2020-2030

Planning Assistant – Institutional Sector Specialist (RSDPI and UP Diliman - SURP)

January to May 2018

- Assist the group in gathering data/ information from different offices of Mauban, Quezon Local Government Unit (LGU) relative to the institutional and governance profile
- Prepared the institutional sector plan and presented the same to the Mauban LGU
- Facilitator in the CCA-DRRM Workshop and handled Urban Ecosystem sector comprising of five (5) barangays
- Final project output is the Ecological Profile (EP) of Mauban, Quezon

Reed Elsevier Philippines (REPH)

Senior Content Editor

May 2014 to December 2019

SKILLS:

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- Strong analytical, writing, and research skills
 - Excellent interpersonal and communication skills
 - Highly motivated, works best under pressure, and able to adapt to any situations
 - Effective working independently and as a cooperative team leader
 - Very keen attention to details and capable of multi-tasking, therefore, able to accomplish tasks before a given deadline
 - Fluent in Filipino and English; Basic knowledge in Spanish
 - Excellent in different tools and applications such as:
 - Microsoft Office (Word, OneNote, Excel, Outlook, Powerpoint)
 - Adobe (Acrobat Pro, Digital Editions, and Photoshop) and Canva
 - WordPress and Carrd
 - Sharepoint, Citrix, Tableau, and XML Editor

CERTIFICATIONS:

Career Service Eligibility - Professional

Civil Service Commission

Issued April 2014

CHARACTER REFERENCES:

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