



ARIANNE P. FLORES

PROJECT ASSISTANT

PERSONAL PROFILE

I am an experienced Project Staff seeking a full-time position in the filed of project management, research, data analysis where I can apply my knowledge and skills for the continual improvement of the organization.

WORK EXPERIENCE

Project Staff and Project Assistant

Development Academy of the Philippines
Productivity and Development Center
Government Quality Management Program Office
November 2017 -Present

- Monitoring and Evaluation of List of PDC-Client Agencies Certified and Certifiable to ISO 9001 Quality Management System; Mailing list or Database for government agencies
- Project Staff on the Development of a QMS for the following agencies (NLAs, LGUs, SUCs, OEOs) Municipality of San Vicente Palawan; Province of Sorsogon; Department of Education; Philippine Racing Commission; Camiguin Polytechnic State College
Mariano Marcos State University; Palawan State University; Kalinga State University; Philippine Aerospace Development Corp.
- Project Staff on the Public Sector Productivity Innovation Laboratory for the Tarlac State University, Tarlac Agricultural University, Department of Information and Communications Technology; Facilitator on Facilitators' Course on Innovating the Public Sector attended by various agencies in the Philippines
- Prepares GAA requirements i.e, Budget Accomplishment Report, DBM Budget Execution Documents and DBM Forms 708 and 700 Prexc.
- Prepares documentation and activity reports
- Prepares pre-implementation and post-implementation activities for the GAA projects
- Prepares financial reports for GAA i.e., BAR, BED, DBM Form 708.
- Prepares monthly accruals, summary of financial costings for projects, quarterly accomplishment reports and PPMP
- Monitoring of admin works i.e., staff development, persondays loading, office accomplishment report, number of participants trained, dates of implementation, letter of invitation for Resource Person,Financial plans and project codes, training certificates monitoring
- Prepares report for submission to GCG for the DAP Targets
- Project Staff for Certifying Body's; Facilitate and draft Memorandum of Understanding for the beneficiary agencies of GQMP

Department of Justice-Board or Pardons and Parole Supervision and Investigation Division

Esat Ave., Diliman, Quezon City
April-May 2016

EDUCATIONAL HISTORY

PUP Manila Graduate School

Master of Arts in Economics (Thesis) | November 2018-Present

36 units earned

PUP Sta.Mesa Manila Campus

Bachelor of Science in Political Economy| 2013-2017

CONTACT ME AT

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Intima, Zulueta St., Paco
Manila, Metro
Manila

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09295272209

PROFESSIONAL SKILLS

- Project Management
- Research and Development
- Budgeting and Cost Analysis
- Economic Programming i.e., SPSS, STATA and E-VIEWS
- Layout designing and Microsoft Softwares
- Administrative and Financial Works

PERSONAL SKILLS

- Multi-tasking and Organized
- Team player and Reliable
- Motivated, Fast learner and Professional

PERSONAL INFORMATION

Birth Date-29 December 1996
Single
Filipino
Roman Catholic

CHARACTER REFERENCES

Dr. Gregoria Guce
Professor, PUP Manila

Ma. Vina P. Tacbobo
Project Staff, DAP

Jeric J. Carvajal
Senior Economist B
National Electrification Authority

TRAININGS AND SEMINARS ATTENDED

- Orientation on ISO 9001 2015 QMS (January 31, 2018)
- Introductory Courses on Project and Training Management (February 22, 2018)
- Project Conceptualization and Development (March 6-7 2018)
- Root Cause Analysis Disciplined Approach to Problem Solving for Continual Improvement (March 8, 2018)
- Project Negotiation and Contracting (April 17, 2018)
- Seminar-Workshop on Personality Development (April 19, 2018)
- Project Mobilization Users Orientation on Enhanced Project Management Information System (April 27, 2018)
- Orientation on 5S Good Housekeeping (May 9, 2018)
- Write Right (Business Writing) for Programs and School Personnel (March 5-7 2019)
- Orientation of Data Privacy Act of 2012 (August 13, 2019)
- Completed Staff Work 101 (October 19, 2019)
- Data Science Analytics Seminar (March 2, 2020)
- Microsoft Excel (Basic and Advanced) (March 10, 2020)

ONLINE AND FREE WEBINARS ATTENDED

- COE Webinar: APO Special Online Talk on Actionable Intelligence: Post Covid-19 Sense Making in Age of Fear and Uncertainty
- COE Webinar: PSP Innovation Laboratory Masterclass: Innovation for a Futuristic Government
- Free Webinar on Information Security Management System
- Webinar: How to Facilitate Webinars and Online Meetings
- Webinar: Online Training Course on Process Streamlining
- Webinar on Information Security Management System
- Orientation on the Use of Google Apps
- Strategic Foresight for Anticipatory Risk Management

RESEARCH/POLICY PAPER PREPARED

March 2017
Mangrove Conversion and Its Effect on Food Security in the
Philippines

March 2019
Comparative Advantage Review of Agricultural Trade of the
Philippines