



# DONNA MARIE E. GAMBOA

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## CAREER OBJECTIVE :

To broaden experience with large corporations and secure a responsible career opportunity consequently share significant contribution using my knowledge and skills.

## ACHIEVEMENTS

- Completed a university degree, Bachelor of Science in Mathematics major in Actuarial Science, in 1999
- Civil Service Professional Eligibility, 81.67%
- Reconstructed Pricing Models and Asset shares of Prudentiallife Plans Inc. (PLPI) pre-need products
- Developed prices for Prudentiallife Healthcare and Medicare Plus Corporate, Individual and Baby Group Rates
- Prepares yearly valuation for Prudentiallife Healthcare Inc and Medicare Plus Inc.
- Assisted in the preparation of Quarterly Valuation for Educational, Life and Pension Plans of PLPI

## KEY SKILLS

- Computer literate (Microsoft Word, Excel, FoxBASE, MS Visual Fox Pro, MS Powerpoint)
- Works well with people at all level.
- Team player, able to establish good rapport with staff, peers and superiors.
- Can communicate well.

## PERSONAL ATTRIBUTES

Keen to details, analytical and focused  
Capable of independent decision-making and sound judgment.  
Self-starter and result oriented  
Logical, organized, structured and objective  
Self motivated to succeed through hard work  
Decisive, confident and cooperative  
Strong drive for completion

## EDUCATIONAL ATTAINMENT

- Bachelor of Science in Mathematics                      University of Sto. Tomas                      1995 – 1999  
(Major in Actuarial Science)



- Reviews feasibility studies prepared for product development, price increases, and additional securities. Coordinates with Consulting Actuary for the certification needed by Securities and Exchange Commission. Submits said feasibility studies and other requirements to the SEC and coordinates with SEC's Non Traditional Securities to ensure fast approval of the applications
- Reviews the following studies prepared by the Actuarial Analyst and prepare analysis report and recommendations.
- Supervises and appraises work performance of the staff under the product Development Section.

**January 2003 – December 2005                      Prudentiallife Plans, Inc.                      Makati City, M.M.**

***Actuarial Analyst***

- Develops new rates for new business and renewing accounts based on prior year's utilization and loss ratio for Prudentiallife Healthcare.
- Researches on the features, benefits, prices and sales compensation on new and existing products of other pre-need companies, life insurance and banks
- Computes prices of new plans and prepares feasibility studies of pre-need products conceptualized either by management or by the Product Planning Committee. Coordinates with the Consulting Actuary for certification needed and submits said studies and other requirements to the SEC and coordinates with them to ensure fast approval of application for new plan
- Prepares viability studies of existing pre-need products for application of additional securities and price increases. Coordinates with the Consulting Actuary for certification needed and submits said studies and other requirements to the SEC and coordinates with them to ensure fast approval of application for additional securities and price increases.
- Coordinates with other departments and prepares the sales profile persistency studies, SOD Variance computation, Mortality study for management information yearly

**April 2001 – December 2002                      Prudentiallife Plans, Inc.                      Makati City, M.M.**

***Actuarial Assistant***

- Assists in researching on the features, benefits, prices and sales compensation on new and existing products of other pre-need companies, life insurance and banks, new distribution channels practice by competitors and prepares comparative studies on such channels
- Responsible for collecting, processing, analyzing and interpreting tuition fee and related data of the various college courses in order to compute yearly average tuition fee and to reclassify schools.
- Assists in preparing viability studies of new plans, price increases and application for additional securities.

**May 2000 – April 2001                      Prudentiallife Plans, Inc.,                      Makati City, M.M.**

***Cashier***

- Accepts payments and issue receipts from the Planholder and Agents
- Handles Company fund for marketing incentives, encashment and other company payables

**July 1999 – March 2000                      UCPB General Insurance Co.,                      Makati City, M.M.**

***Marketing Assistant***

- Assisted the UCPB Gen. Las Pinas branch Manager in operations – underwriting, claims, accounting, and marketing.

**SEMINARS / TRAININGS ATTENDED**

- Actuarial Society of the Philippines Convention
- Pre-Need Seminars
  - a. Fundamentals, Issues and Concerns
- Advance Pre-Need Seminar
  - a. Actuarial Aspects. A Comprehensive perspective for Non-Actuaries
- Basic Sales Training Seminar: Life, Pension and Educational Plans
- Retirement Programs : Design, Setup, Understanding Costs & Proper Accounting (IAS 19)
- Basic Management Skills
- Leadership Enhancement Training
- Roadmap to Success
- Signature Verification
- Counterfeit Detection
- ASP Quarterly Meeting
- Stress Management

## **REFERENCE**

Available upon request