

A stakeholder-oriented professional with over 3 years of successful technical experience in compliance and management. Recognized consistently for performance excellence and contributions to success in various industries. Strengths in public speaking and leadership coupled with efficient analysis and decision-making skills backed by training in the latest academic studies on risk management, achieving premium outputs even under pressure.

Education

2019-06 - **Master's in Risk and Insurance Management**
Present



De La Salle University- Manila

- To provide a mechanism for enhancing analytical skills by giving rigorous training in specific skills that are in great demand in the insurance sector, international agencies and private industry and commerce that focus on managing risks.
- To provide multi-faceted perspective in managing risks by applying a range of risk analysis techniques to technical and financial issues.
- To develop among professionals' good value judgment and effective leadership skills toward sound problem-solving and decision-making activities.

2014-05 - **Bachelor of Science in Business Administration, Major in Export Management**
2018-03



De La Salle - College of Saint Benilde - Manila

- To bring quality Filipino made products well known abroad and be able to establish the Filipino identity.
- To strengthen the exports of the Philippines and be able to enhance the locally made products through quality and efficiency.
- To identify the strengths and weaknesses of every business and how to properly address the issues that lies within

2010-06- **Secondary Education**

2014-03 *Lourdes School Quezon City*



Gil M. Alcira III

Risk And Insurance Management

Contact

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Skills

Data Gathering & Analysis



Very Good

Critical Thinking



Very Good

Public Speaking



Very Good

Project Management



Excellent

Root Cause Analysis



Excellent

Communication



Excellent

Work History

2022-03-
Present **Junior Assistant Manager,
Program Management Officer,**
Metropolitan Bank and Trust Company



- Maintaining project timeframes, budgeting estimates and status reports
- Coordinating project team members and developing schedules and individual responsibilities
- Conducting risk assessments for projects
- Organizing meetings to discuss project goals and progress

2021-06-
2022-02 **Management Trainee,
Program Management Division**
Metropolitan Bank and Trust Company



- Received inputs for bank projects both IT and non-IT related projects.
- Studied various projects and identified the crucial aspect of each project and discussed this with the steering committee and the vendors.
- Tracked the progress of each project activity from its initiation phase up until its post go live phase.

2019-10 -
2021-03 **Virtual Documentation Coordinator I**
Orient Overseas Container Lines, Philippines



- Received and processed shipping instructions data from various regional offices.
- Developed and implemented performance improvement strategies and plans to promote continuous improvement.
- Provided feedback on system functionality and performance for continuous system improvements.

2018-05-
2019-07 **Sales Engineer**
Innovation International Corporation



- Recommended changes, improvements, or enhancements in products to product development team based on customer feedback.
- Delivered technical sales presentations to prospects and presented benefits and value of products.

Languages

English

Excellent

Spanish

Average

Japanese

Fair

- Gained customer acceptance by demonstrating cost reductions and operations improvements.

2017-07 -
2017-11

Field Operations and Technical Analysis Division Intern



Philippine Airlines

- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Performed duties in accordance with all applicable standards, policies, and regulatory guidelines to promote safe working environment.

Accomplishments

- Senior High School Business Research Panelist,
Lourdes School Quezon City- Senior High School Department,
May 7, 2020
- Guest Facilitator and Judge, Senior Scouts Competition,
University of the East, Manila, October 4, 2019
- International Service Team on Global Development for the youth,
(For 45,000 Scouts) 24th World Scout Jamboree,
United States of America, August 3, 2019
- International Service Team for Public Relations,
26th Asia Pacific Regional Scout Conference, Philippines,
October 20, 2018
- National Scout Youth Forum Adviser, March 18, 2018
- International Service Team, Liaison Officer for all International
Delegation (For 29, 783 Scouts), ASEAN Jamboree, Philippines,
November 17, 2017
- International Service Team for Program and Operations for Adults,
(For 11,000 ScoutS) Sweden National Jamboree, Sweden,
August 12, 2017
- Guest Facilitator and Adviser, Ateneo De Manila University joint
yearend camp for the Boy and Senior Scouts, February 14, 2016
- International Service Team for Transportation and Logistics
Operations (For 33, 628 Scouts), 23rd World Scout Jamboree,
Japan August 8, 2015

Affiliations

- Scouterna- the Guides and Scouts of Sweden
- Boy Scouts of the Philippines
- National Eagle Scout Association of the Philippines
- Ministry of Altar Servers-National Shrine of Our Lady of Lourdes
- Ecclesia Dei- Society of St. Joseph