

CRISSELL MAE S. STA ANA

Imus, Cavite | +639 17 1072 788 | crissellmae03@gmail.com

EDUCATION

Bachelor of Science in Business Administration Major in Business and Operations Management with a Specialization Track in Service Management

De La Salle University – Dasmariñas

Dasmariñas City 4115 Cavite

WORK EXPERIENCE

Bank of the Philippine Islands | April 2019 – May 2023

Executive Assistant and Investor Relations Associate – Corporate Strategy, Investor Relations and Sustainability Department

- Assists investors/brokers with meeting requests and updates working papers for meetings and conferences.
- Updates and summarizes Investor Relations Activities Deck.
- Monitor Investor Relations mailbox for analysts/brokers and customers' inquiries.
- Updates Bank Stocks Valuation report and monitor BPI Ownership in Bloomberg terminal.
- Prepares Analyst Recommendations report for Monthly Board Meetings.
- Compute SEC17A and SEC17Q variance analysis.
- Prepare, layout and review Bank Statement of Condition newspaper publication report quarterly.
- Updates Delivery Infrastructure report quarterly and answer peer banks queries.
- Updates Dupont model and monitor PSE edge for peer banks financial statements/disclosures.
- Email blast analysts' briefing announcements details and monitor number of participants.
- Update Investor Relations deck/reports for website maintenance; prepares kissflow request for upload and monitor BPI online website.
- Book flights for Senior Officers in conferences abroad and updates cost monitoring sheet.
- Process Department payment through Eproc, CAMS, and Kissflow system.
- Handles Corporate Giveaways every year end.
- Prepares Investor Relations budget and expense monitoring.
- Updates Annual Stockholders' meetings working papers needed.
- Handles notary for subs and other paper reports.

All Fast Car Sales and Service Corp. | August 2018 – February 2019

Admin and Sales Assistant

- Ensures cleanliness, orderliness, and maintenance of the shop.
- Involved in depositing sales and creating a sales report for head office.
- Maintained efficient records of stock inventory levels and office supplies.
- Facilitated communication of price quotations to corporate clients and orders to suppliers.

EDS Manufacturing, Inc. | February 2018 – July 2018

Administrative Specialist – Finance Department

- Managed ATM Cards and Allowances distribution.
- Processed applications for fund transfers and miscellaneous transactions (payment to suppliers).
- Encoded pay slip transmittals.
- Answered phone calls and window transactions.

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ACHIEVEMENTS/ CERTIFICATIONS

Financial 101: Essentials of Financial Management
Ateneo De Manila University
November 2022 - December 2022

SKILLS

MS Office, Investor Relations Skills, knowledge of Bloomberg system, SEC17A, SEC17Q Variance Analysis