Justine Rebutica

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Objective

Dynamic and results-driven Project Manager with over 5 years of proven expertise gained at a prominent industry leader in the country's telecommunications and collaboration sector. Recognized for consistently delivering successful projects that enhance operational efficiency, boost customer satisfaction, and drive revenue growth. Seeking an opportunity to leverage my extensive experience and leadership skills to spearhead transformative projects within a forward-thinking organization, driving innovation, fostering cross-functional collaboration, and exceeding strategic goals.

Summary of Qualifications

- **Proven Leadership:** Over 5 years of experience successfully managing cross-functional teams and leading projects from initiation to completion, consistently achieving project goals and exceeding client expectations.
- **Strategic Thinker:** Able to align project objectives with the organization's strategic goals, ensuring that each project contributes to the overall success of the company.
- **Client Relationship Management:** Exceptional ability to build and maintain strong client relationships, fostering trust and open communication throughout the project lifecycle.
- **Risk Management:** Proficient in identifying, assessing, and mitigating project risks, resulting in minimized project disruptions and on-time delivery.
- **Budget and Resource Management:** Track record of effectively managing project budgets and allocating resources efficiently to maximize project success.
- **Quality Assurance**: Committed to delivering high-quality results by implementing best practices, quality control measures, and continuous improvement initiatives.
- **Communication Skills:** Strong verbal and written communication skills, including the ability to convey complex technical information to non-technical stakeholders.
- **Technical Proficiency**: Familiarity with project management software and tools, including SmartSheet, ClickUp, Airtable, Microsoft Office.

Professional Experience

Project Manager | RingCentral| Manila, Philippines| July 2021 – November 2023

- As a Project Manager, my role includes the management and completion of projects within budget, time and scope.
- Oversee all aspects of projects including implementation development, set deadlines, assign responsibilities, and monitor and summarize progress of the project.
- Work directly with clients to ensure deliverables fall within the applicable budget, time and scope.
- Coordinate with other departments to ensure all aspects of each project are delivered as expected.
- Proven track record of consistently closing high-revenue projects quarter after quarter, achieving, or exceeding sales targets and contributing significantly to revenue growth.

- Cloud Awardee for FY 2022

Project Manager | Emazing Ways Marketing Inc | Manila, Philippines| July 2018 – July 2021

- My role includes guiding clients through marketing and branding initiatives, including Summit events, Sales Rallies, Marketing Events, and Social Media campaigns.
- Proficient in developing and executing strategic marketing plans, ensuring that projects align with clients' branding objectives and contribute to their overall marketing success.
- Dedicated to understanding client needs, preferences, and goals, with a proven track record of delivering projects that not only meet but exceed client expectations.
- Proficiency in planning and executing successful Summit events, Sales Rallies, and Marketing Events, ensuring flawless logistics and a seamless attendee experience.
- Expertise in developing and implementing effective social media strategies that drive engagement, increase brand visibility, and achieve client's social media goals.

Program, Project and Service Management| Accenture Inc| Manila, Philippines| August 2015 – July 2018

- My responsibilities include the management and completion of projects, oversee all aspects of the projects, and prepare reports to the upper management.
- Setting up and participating in meetings as needed to share project status.

Education

Bachelor of Science in Office Administration Major in Office Management | University of Caloocan City| Manila, Philippines | June 2011- April 2015

References

Available upon request.