**ALMIRA JANE GUMARU MACTAL**

*Block 5, Lot Block 5, Lot 19, St. John street, Valley Homes Subdivision, Brgy. Patul, Santiago City Philippines, 3311*

*0915 819 6121*

***almirajane310@gmail.com***

 **OBJECTIVES:**

*Seek chance for professional enrichment, enhance working capabilities--*

*To be in the position which will unleash all my potentials--*

*Apply learnings and experiences, valuable to the organization--*

**EMPLOYMENT RECORD:**

**PRULIFE UK**

Financial Advisor

2020-2023

**Product Development Head**

Corporate Office

Golden Rural Bank of the Philippines (GRBP)

Cabarruan, Cauayan City

2020

**Station Manager**

Sweet Radio 97.7 DWMX Soundstream Broadcasting Corporation, Santiago City

2018-2019

**Product Development Head**

Golden Rural Bank of the Philippines (GRBP)

2018-2019

**Project Development Officer 2 (J.O)**

City Information, Culture and the Arts and Tourism Office

Local Government Unit of Santiago City of Santiago

2017

**Operations Manager Genaro’s Grill/ Lucky 5** Corporation Santiago City

2015-2017

**Legal Consultant (Contractual)**

**ECE Consulting Group, Inc. Lepanto Building, Makati City 2016-2017**

**Accredited International Sales agent for Singapore**

**SMDC Realty Corporation** 2014-2015 (Parttime)

**Project Coordinator (Project Employment)**

**ACTIV ASIA** North Luzon Area (2014) Philippines (Project-based)

**Cagayan Valley Computer Institute of Technology** College Part-time College Instructor 2014-2015

**Australian College of Learning**

 Marketing Officer

 Alabang Muntinlupa

 2013-2014

**Australian College of Learning (ACL)**

Marketing Officer

Alabang, Muntinlupa City

**2013**

**STORE MANAGER**

**Sephora Pte, Ltd.**

Great World City

Singapore

2011-2012

**STORE MANAGER**

Mart One – The Expressions Company Santiago City Branch Santiago City

**2007-2011**

**TRAINER / ADMINISTRATIVE OFFICER**

ISABELA-CARAO AGENCY Philamlife Santiago City March 22, 2006 – March 15, 2007

**MAXWELL BYRD SPECIALTY PHARMACEUTICAL CO. Business Associate/Medical Representative October 26, 2004-July 2005** West Tower, Philippine Stock Exchange Ortigas Center, Pasig City

**CONGRESSIONAL DISTRICT SECRETARY**

4th District of Isabela

2004

**ADMINISTRATIVE OFFICER III (Executive Appointment)**

**Office of the City Mayor Local Government Unit Santiago City**

2004

**COLLEGE INSTRUCTOR** Northeastern College Santiago City November 11, 2002 – February 04, 2004

**ASSISTANT STORE MANAGER** Store Operations Department – Solano Branch **CHOWKING Food Corporation H.O.: San Miguel Ave., Pasig City** January 22, 2002 – September 15, 2002

**MANAGEMENT TRAINEE** Operations Department – Santiago Branch

ACA VIDEO and LASER TECH., INC.

September 12, 2000 – January 2002

**EDUCATIONAL BACKGROUND:**

**Graduate Studies**

**Master in Business Administration (2011 Graduate)** Northeastern College Santiago City 2011

**Master in Public Administration (Present)** Northeastern College

**College**

**Bachelor of Laws (2014 Graduate)**

Northeastern College Santiago City

**Bachelor of Science in Commerce Major in Management**

Northeastern College Santiago City **(2000 Graduate)**

**Other Study/ies:**

**Bachelor of Science in Elementary Education**

**(Education Earning Units)**

Northeastern College Santiago City

**Secondary**

**Infant Jesus Montessori School** Community Involvement Awardee Leadership Awardee Church Involvement Awardee Performing Artist Awardee

Achiever Awardee

**FIRST HONOR**

Baptista Village, Calao West Santiago City 1985 – 1991

**EXTRA and CO-CURRICULAR ACTIVITIES:**

**College** Northeastern College Management Society President 1999 – 2000 NC Band Coordinator – (Scholarship Grant) Federation of Business Management Students – (Board of Director) Feature Editor – Commerce Publication “ INFOLINE” LA SALETTE Pananagutan Center - Student Coordinator

**ELIGIBILITIES:**

**Civil Service Career Examination Professional 81.62**

**License Number- 311109WE** Date of Release: May 14, 2003 Tuguegarao City

**Civil Service Career Examination Sub-Professional –83.66% License Number: 523048** Date of Release: May 14, 2003 Tuguegarao City

**Licensed Underwriter**

Insurance Commission Philippines , **Underwriter**

**OTHER QUALIFICATION/** Skills/Talents :

Public Speaking, Driving , Poetry Writing, Product Demonstration, Visual Merchandising Display Computer Applications- POS/ipos, SAP Applications, *MS Word, Powerpoint and Excel, others*

*Team-Building Facilitator Trainer-Coach for Leadership Training and Seminar Personality Development and Public Relations (PDPR) Lecturer*

**CIVIL CLUBS/ORGANIZATION/**

**AFFILIATIONS:**

**Rotarian** Rotary club of Santiago City-MIDTOWN (3770) inactive

**Junior Chambers International**

Former Communications Director for Santiago Diamond Area 1, Cagayan Valley

**SEMINARS/TRAINING ATTENDED and LECTURES:**

 **PruLife UK**

Underwriting, Managers Training and Seminar (Series of Training and Seminar and Exams for Traditional and Variable

 Makati City

 **2018-2019**

 **KBP 44th Top Level Management Conference**

Marriot Hotel, Resorts World Manila

 2018

 **ECE Consulting Pty. Ltd**

 Legal Consultants Training and Orientation

 Lepanto Bldg., Makati City

 **2016**

 **Australian College of Learning (AC)**

Products and Skills Training

 Muntinlupa City

 **2013**

**Sephora Pte. Ltd** Series of Training:

Cosmetics/Health and Beauty (In-house brands and Concessionaires) Promotional (Company Training and Marketing Dep’ts/HR) Selling (Company Training Dep’t) Technical (IT) Financial (HR/Operations) People Handling (HR/Operations) **Sephora Training Room Great World City, Tiong Bahru and Training Room, Operations Department 8th Claymore Hill, Singapore November 2011- May 2012**

**Counterfeit Money Detection**

Conducted and facilitated by the **BANGKO SENTRAL ng PILIPINAS** Sterling Place, Pasong Tamo Extension, Makati City

**Conducting Investigation and Handling Disciplinary Action**

Conducted on November 17, 2009, by Human Resources Division Hon Bldg. Sterling Place, Pasong Tamo Extension, Makati City

**“Epitomizing Excellence, Virtue and Character Amidst the Global Financial Crisis”**held on September 11, 2009, conducted/facilitated by **Regional Conciliation and Mediation Board Branch No.2** Tuguegarao City

**Business Management Program I** (Training-Seminar for Managers) Sterling Place, Pasong Tamo Extension Makati City **Store Manager Training Program** SOD 101/ Technical/and Immersion August- September, 2007 MART ONE, Cauayan City

**Visual Merchandising Display Seminar- Workshop” by Philippine Retailers Association and Sterling Group of Companies** September 24-25, 2007 Expressions Stationery Shop, Incorporated Makati City

**“Training the Trainers Program”** PHILAMLIFE UN Avenue, Ermita Manila May 31- June 02, 2006

**“The Seven Habits” by S.Covy** Training and Seminar 520- E Tower Philippine Exchange Center, Ortigas Center, Pasig City

**“Product Training and Seminar”**

**Maxwell Byrd Pharmaceuticals**

PSE Center, Ortigas Center 520- E Tower Philippine Exchange Center, Ortigas Center, Pasig City

**Government Records Officer's Association of the Philippines** Inc. (GROAP) Conference and Seminar Skyrise Hotel, Baguio City May 26- 27 , 2004 (16 hours)

**Peer Counselor's Training in Positive Lifestyle Promotion** by the CITY SOCIAL WELFARE and DEVELOPMENT KEY LECTURER, **“***Topic* in **Personal Development and Public Relation”** Rotary Club, Multi- Purpose Hall San Andres, Santiago City December 12, 2003

**Open University and Distance Learning Program** Division of Community Health Service PamantasanngLungsodngMaynila (PLM)

GUEST LECTURER- Topic on **“Introduction to Humanities”** Santiago City, Isabela Learning Center

November 8, 2003

**“Crime Investigation”** SEMINAR, facilitated by CIDG, NAPOLCOM, and PNP Northeastern College, Santiago City (March 25-26, 2002)

**Regional SEMINAR- “WORKSHOP on Teaching- Learning Styles** Facilitated ” by SAINT MARY'S UNIVERSITY Northeastern College November 11- 12, 2003

**Chemical Solution Seminar- Program** By ECOSAN, Philippines Solano, Nueva Vizcaya

**Department of Labor and Employment (DOLE) “Private Employees Rights and Privileges”** Solano, Nueva Vizcaya

**STORE MANAGEMENT TRAINING PROGRAM** 500 hours, Lecture and Hands-on/ Store Exposure (STEP) CHOWKING FOOD CORPORATION San Miguel Avenue, Pasig City January 22- April 04, 2002

**ACA Video Training Program**

208 Hours, Operational Procedures ACA VIDEO Santiago City

July 19 – August 18, 2000

**Regional Business Expo 2000** St. Paul University, Tuguegarao City September 05, 2000

**PHILIPPINE NATIONAL BANK** On-Job-Training (OJT) 150 Hours, New Accounts Section Santiago City October – December 2000

**Business Management Association of the Philippines (BMAP)** Region 02 Conference, In Cooperation with CHED and Council of Management Educators (COME), University of LA Salette Santiago City, November 11, 2000

**Student Advising and Campus Leadership** Northeastern College Santiago City December 04, 1999

**“Leadership Training Seminar – Workshop”** University of La Salette Sponsored by the College of Accountancy and Business Administration(CABA)

September 12 – 13, 1998

**“Provincial Journalism Training and Seminar”** La Salette College Santiago City August 30 – 31, 1997

**“Leadership Training Seminar – Workshop”** La Salette College Santiago City October 12 – 13, 1996

**PERSONAL INFORMATION:**

Age : 40 years old

Citizenship : Filipino

Date of Birth : December 04, 1980

TIN Number : 015-326-077

**(Character Reference is available upon request)**

 *I hereby certify that above information is true and correct to the best of my knowledge and belief.*

**ALMIRA JANE GUMARU MACTAL**

Applicant