



Shenna Rose M. Estoperez

**104 Mother Bario, Sapang Biabas,
Mabalacat City, Pampanga**

Key Information

Previous Role

Financial Consultant, Graphic Designer, Key Account Manager, Corporate Admin

Core Skills

- Graphic Design (Canva, Procreate, Adobe Photoshop and Illustrator)
- Video Editing (Capcut, Filmora, and Adobe Premier)
- Computer Trouble Shooting

Education/Qualifications

- Graduate of Bachelor of Science in Information Technology (2013)

Achievements

- Dean's Lister student in AMA University Quezon City
- Former Vice President of Student Catholic Action in AMA University Quezon City
- Former Organization Representative of Student Council in AMA University

Contact

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“Committed and self-driven. Aim to work with company’s vision and core values”.

Career Summary

A graduate of Information Technology in AMA University Quezon City, I spend six (6) years as Graphic Designer for commercial and retail projects. I also has various experiences as Financial Advisor, Account Manager and Corporate Admin in various top companies in NCR.

I was also a Certified Safety Officer and First Aider. I was also a dean’s lister and former Vice president of Student Catholic Action and was part of Student Council in AMA University.

Software Skills

- Procreate, Canva, Capcut, Filmora
- Programming Languages, Web Development and Design
 - VB.Net, PHP, HTML, CSS, JavaScript
- Adobe Applications
 - Photoshop, Illustrator and Premier
- Basic Computer Troubleshooting
 - Hardware and Software
- Cisco Networking Academy
 - CISCO01, CISCO02, CISCO03, CISCO04
- Microsoft Applications
 - Microsoft Word, Excel, Power Point, Publisher, Access, Outlook, and OneDrive
- Google Applications
 - Gmail, Google Drive, Google Docs, Hangouts, Google Sheets, Google Meet, Google Calendar

Personal Information

Birth Date	:	March 12, 1994
Birthplace	:	Bacolod City
Age	:	29 yrs. old
Height	:	5'5
Weight	:	60 kg
Religion	:	Christian
Mother	:	Teresita M. Estoperez
Occupation	:	Housewife
Father	:	Deceased

Relevant Experience

FINANCIAL CONSULTANT

Pru Life UK – Alexandrite 2
Makati, Metro Manila Philippines
July 26, 2019 – June 30, 2021

KEY RESPONSIBILITIES:

- Markets financial solutions of Pru Life UK
- Work with clients to develop individualized financial plans for savings, retirement, investments, income protection and insurance.
- Identify client's financial goals and expectations and assist them in selecting appropriate investment opportunities.
- Provide excellent, personalized customer service.
- Proactively reach out to clients to establish meaningful long-term relationships., as well as value engineering and reductions.

GRAPHIC ARTIST/KEY ACCOUNT MANAGER COMMERCIAL TEAM

Great Deals E-Commerce, Corp.
2nd Floor Bookman Building Brgy. Lourdes
Quezon Ave. Quezon
March 1, 2019 – February 15, 2020

KEY RESPONSIBILITIES:

- Manages an account for online marketplace platforms on Lazada.
- Responsible in editing and enhancing product photos.
- Responsible in uploading product images and setting product prices.
- Representative/coordinator with the brand and Marketplace (Lazada & Shopee).

CORPORATE ADMIN SAFETY AND SECURITY DEPARTMENT

GAIC Manpower Services, Inc.
United Laboratories, Inc., Mandaluyong City
Asset Protect, Property Services Group
January 2014 – August 8, 2018

KEY RESPONSIBILITIES:

- Provide or create concepts, graphics, designs and layouts for internal company advertisement and events.
- Perform research and reviews necessary for update and improvement of the department.
- Facilitate in planning, designing and releasing of official communication materials.
- Facilitate meetings, ensures availability of documentation and logistics.
- Facilitate in coordination with external and internal clients.
- Facilitate venue reservations and other logistics for orientations, trainings, meetings and other related events.
- Monitor implementation and up-to-date documentation of Training Calendars and Programs.
- Monitor, control and maintain inventory records of the department materials, equipment, stocks and ensure storage room is properly maintained.
- Coordinate with Document Control Center (DCC) in the safekeeping, retrieval, release and storage and disposal of documents and records related to safety training and awareness.
- Conduct orientations for service providers and visitors in the absence of Officers of UL Safety & Security Dept.
- Perform other related duties as may be requested.

SAFETY OFFICER (FIELD)

Safeway Fire Safety Specialist Phils., Inc.
L3 P4Windcave St., Avida Settings (Nuvali),
Brgy. Canlubang, Calamba City, Laguna
March 24, 2022— Present

KEY RESPONSIBILITIES:

- Auditing production, keeping on the lookout for any unsafe behavior or breaks in regulations.
- Assessing risk and possible safety hazards of all aspects of operations.
- Creating analytical reports of safety data.
- Inspecting production equipment and processes to make sure they are safe.
- Ordering repairs for unsafe and/or damaged equipment.
- Focusing on prevention by keeping up with equipment maintenance and employee training.
- Presenting safety principles to staff in meetings or lecture-type training sessions.
- Participating in continuing education to update knowledge of health and safety protocols and techniques.
- Determining whether the finished product is safe for customers.
- Creating safety plans that include suggested improvements to existing infrastructure and business processes.
- Sharing information, suggestions, and observations with project leadership to create consistency in safety standards throughout the production team and the entire company.
- Meeting company health and safety goals.
- Investigating causes of accidents and other unsafe conditions on the job site.
- Liaising with law enforcement and other investigators who are present at the time of a serious accident.
- Reviewing and reporting on the staff's compliance with health and safety rules and recommending commendations or dismissal based on performance.
- Perform Accident or Incident Investigations.
- Enforce company policies and procedures and Safety and Health Regulations and Standards.
- Observe work in progress and assure safety equipment is worn and procedures followed.
- Suggest for corrections and follow-up to correct violations.
- Analyze hazards and develop ergonomic risk assessments for public and non-public areas.
- Develop policies and plans to reduce employee risk.
- Administer occupational injured workers programs and Workers' Compensation.
- Resolve complaints and suggest to management for corrective action.
- Ensure employee safety training, classroom lectures, demos and hands-on instruction.
- Review accidents and suggest ways to prevent similar future incidents.
- Prepare narrative reports on incidents impacting resorts.
- Interpret, apply and explain suitable safety and environmental laws, codes and guidelines.
- Responsible for monitoring and assessing hazardous and unsafe situations.
- Developing measures to assure personnel safety.
- Correct unsafe acts or conditions through the regular line of authority.
- May exercise emergency authority to prevent or stop unsafe acts when immediate action is required.
- The Safety Officer maintains awareness of active and developing situations.
- The safety officer reviews and approves all subcontractors' safety plans.
- Verifies that injury logs and reports are completed and submitted to related government agencies.
- Stop any unsafe acts or processes that seem dangerous or unhealthy.
- Record and investigate incidents to determine causes and handle worker's compensation claims.
- Prepare reports on occurrences and provide statistical information to upper management.
- Carry out PTW Monitoring and review.