



PROFESSIONAL EXPERIENCE

LEGAL SPECIALIST | November 2023 - Present
One Commerce (Int'l) Corporation | Mandaluyong City, Philippines

LEGAL AND CONTRACT MANAGEMENT

- Draft, review, and finalize a variety of legal documents, including contracts, NDAs, MOAs, MOUs, JVAs, board resolutions, Secretary's and Director's Certificates, insurance policies, Non-Waiver Agreements, Sworn Statements of Loss, accreditations, and related documents.
- Manage special projects involving legal and due diligence reviews, research, preparation, analysis, and coordination of reports or cases as directed by the CEO.
- Review claims documents such as Incident Reports, Barangay and Police Blotters, active insurance policies, and loss summaries; recommend appropriate actions to facilitate claim processing.

LABOR RELATIONS

- Conduct thorough investigations and draft key disciplinary documents—including Notices to Explain, Show Cause Memos, Return to Work Memos, and Notices of Decision or Dismissal—ensuring clear communication and compliance with company policies.
- Act as Steering Committee Secretariat, including preparation of presentation deck and ensure effective coordination and communication across voting members and non-voting members.

BID PREPARATION AND AUDIT

- Manage the end-to-end review of 452 bids from November 2023 to September 2025, overseeing all stages from initiation to completion.
- Streamline organization and monitoring of bid files, focusing on eligibility and legal documents (PhilGEPS, SEC, Mayor's Permit, Tax Clearance, AFS, PCAB), improving accuracy and oversight.
- Collaborate with internal teams to resolve special eligibility and bid timeline issues, while managing communications with potential joint venture partners whenever applicable.

INSURANCE AND RISK ASSET ANALYST | January 2023 - November 2023
One Commerce (Int'l) Corporation | Mandaluyong City, Philippines

- Recovered 7 outstanding claims totaling ₱4.5M pending since 2021, boosting the project's P&L by 6.25%.
- Successfully ensured 100% compliance and uninterrupted coverage by managing renewals and administration of the project's CGL, Performance, Warranty, DP Bonds, Bid Security, vehicle insurance, and fire insurance for multiple facilities, achieving cost reductions through effective negotiation and enhancing overall project risk management.
- Improved operational efficiency by developing and maintaining a centralized digital records system for bonds and insurance, ensuring quick access, accuracy, and compliance.
- Organized and facilitated the "Claims, Insurance & Bonds Training" in April 2023, equipping key departments with practical knowledge to improve coordination and reduce claims-related errors.

LEGAL ASSISTANT | September 2019 - November 2022
PowerSource Group Development Corporation | Makati City, Philippines

- Successfully completed Debt Fundraising with BPI and facilitated share transfers between PowerSource entities in a foreign jurisdiction with minimal supervision, enabling seamless corporate operations.
- Secured SEC approval for amendments and quasi-reorganization, completing all post-approval documentation to ensure compliance and operational continuity.
- Effectively closed 2 legal entities under PowerSource, streamlining the corporate structure and reducing administrative overhead.
- Ensured timely filing of business permits and LGU reportorial requirements, maintaining full regulatory compliance and avoiding penalties.
- Collaborated with external counsel to renew immigration documents—including visas, AEPs, and ACR I-Cards—for expatriates, ensuring operational continuity and legal compliance.
- Prepared and tracked signed minutes of meetings from stakeholders, facilitating prompt corporate governance and decision-making processes.
- Maintained timely submission of all SEC reportorial requirements, preserving good standing and mitigating risks of fines or sanctions.
- Processed request for payments/ billings for external legal counsels, partners, and suppliers.

EDUCATIONAL BACKGROUND

BACHELOR OF ARTS IN POLITICAL SCIENCE | 2015 - 2019
Rizal Technological University | Boni, Mandaluyong City, Philippines

Internship:
Metropolitan Trial Court, Branch 61 - Makati City, Philippines | 2018 and 2019

TRAININGS AND SEMINARS

- **RA 12009: THE NEW PROCUREMENT LAW OF THE PHILIPPINES** | July 19, 2025
One Commerce Training Center | Trainee
- **PUBLIC PROCUREMENT SPECIALIST CERTIFICATION COURSE LEVEL 1 (BASIC)** | November 19-22 and 25-28, 2024
Central Luzon State University in collaboration with Government Procurement Policy Board (GPPB) | Certificate of Attendance & Certificate of Participation | Batch 18
- **BEST PRACTICES GUIDE TO THE LAW AND IRR FOR PROCUREMENT OF GOODS** | May 29-31, 2024
Center for Global Best Practices | Certificate of Completion
- **CLAIMS, INSURANCE & BONDS TRAINING FACILITATED BY AON** | April 25, 2023
Aon Insurance & Reinsurance Brokers Philippines, Inc. | Organizer and Attendee
- **PHILSEC 2022 - BUILDING A CYBER-RESILIENT PHILIPPINES** | July 12-13, 2022
Sofitel Philippines Plaza Manila | Delegate
- **TRI-COURSE OFFERING ON EFFECTIVE BUSINESS COMMUNICATION, PROBLEM SOLVING AND DECISION MAKING, AND APPLIED PROJECT MANAGEMENT** | January 2022
Online Workshop by Mennen M. Aracid | Trainee