

SUMMARY OF QUALIFICATIONS

- **Product Officer** with experience in product management, UX Research, technical requirement documentation, and stakeholder collaboration.
- **Skilled in Agile methodologies, data analysis, AI technologies, and digital marketing and e-commerce fundamentals**, including customer engagement, analytics, and online store management.
- **Strong project management and problem-solving abilities**, driving product improvements and aligning solutions with customer needs.
- **Effective communicator and partnership manager**, building partnerships with tech organizations and universities while coordinating with stakeholders across APAC.

EDUCATION

Technological University of the Philippines - Manila
Bachelor of Science in Electronics Engineering

Manila, Metro Manila
July 2022

TECHNICAL SKILLS

- **Agile & Project Management:** Agile (Scrum), Sprint Planning, Backlog Prioritization
- **Documentation & Business Writing:** Technical requirement documentation, writing business proposals, and preparing stakeholder-ready reports and presentations
- **Digital Marketing & E-commerce:** Fundamentals of digital marketing, customer engagement through search and email marketing, marketing performance analysis through analytics, e-commerce store management, and customer loyalty growth strategies
- **Programming Languages:** Proficient in R, Familiar with Java, Python
- **Software and Tools:** Jira, Esri ArcGIS Pro, Matlab, Tableau, Microsoft Office Suite, Google Workspace, Canva
- **Data Analysis:** Experienced in utilizing R for data analysis tasks
- **AI:** Generative AI & Prompt Engineering, Familiar with unsupervised machine learning techniques

RELATED EXPERIENCE

Digital Flare

Managing Partner & Co-Founder

Manila, Metro Manila
January 2024 – Present

- Build relationships with high tech startups
- Manage agency operations, team performance, and project execution to ensure efficiency and quality
- Recruit, mentor, and lead a team of freelancers and full-time staff to scale operations

PCI Innovations Tech Center Inc.

Product Officer

Manila, Metro Manila
February 2024 – April 2025

- Contribute to defining the product roadmap by collaborating with cross-functional teams and providing insights.
- Conduct market research to identify trends, customer needs, and competitive landscapes, supporting strategic product decisions.
- Participate in the creation of Epics, Features, User Stories, and Tasks using Jira
- Assist in QA testing to ensure products meet quality standards before launch.
- Collaborate on UI/UX design tasks using Figma to enhance user experience and align product interfaces with user needs.
- Participate in Scrum ceremonies, including daily stand-ups, sprint planning, and retrospectives.

Turing

AI Annotator

Remote (EST)
October – November 2024

- Developed and annotated step-by-step explanations for mathematical prompts, ensuring clarity and accuracy to support client's AI-driven educational initiatives.
- Created and refined high-quality prompts to train and optimize AI models, focusing on mathematical reasoning and problem-solving.

St. Alphonsus Liguori Integrated School

Part time Highschool Teacher

Bacoor, Cavite
August – December 2023

- Taught mathematics to grade 8 students and General Physics 1 to grade 12 students.
- Developed and delivered engaging lesson materials to foster student understanding and interest in the subjects.

ASSIST for Payatas

Science Research Assistant

Manila, Metro Manila
September 2022 – September 2023

- A project, funded by DOST, aims to develop Smart Greenhouse System on the Payatas Controlled Disposal Facility using various advanced technologies
- Responsibilities included writing reports, documentation, and assisting with procurement processes

Teleperformance

Customer Service Representative

Makati, Metro Manila
May – August 2019

- Supported specialists and customer representatives in managing healthcare accounts.

PROJECT EXPERIENCE

Coursera for PCI (Generative AI Fundamentals)

Upskilling project and Internal Testing of the Platform

Manila, Metro Manila
February 2025 – March 2025

- Served as the project lead for upskilling the employees and pilot testing of the platform
- Prepared materials for documentation and reportings

Women in AI Awards 2024 APAC

Awarding Event

Remote, APAC
February 2024 – June 2024

- Served as the Social Media Marketing Lead
- Coordinated with judges and speakers across APAC

Women in AI- Philippines Masterclass 2023

Workshop and Hackathon

Remote, APAC

July 2023 – September 2023

- Served as the Program Manager
- Built partnerships with local universities and tech organizations
- Collaborated with leaders and speakers across APAC

LEADERSHIP EXPERIENCE

Mentee, AWS- She Builds Program

August 2023 – October 2023

City Lead, Women in AI - Philippines

April 2021 - Present

Chairwoman, Organization of ECE Students of TUP – Manila's Graduating Class Division

2021 - 2022

President, Organization of ECE Students of TUP – Manila

2020 - 2021

HONORS & CERTIFICATIONS

- Google Digital Marketing & E-commerce Specialization (April 2025)
- IBM AI Product Manager Professional Certificate (March 2025)
- IBM Generative AI Fundamentals Specialization (March 2025)
- AWS Certified Cloud Practitioner (December 2022)
- Recipient of DOST-SEI Merit Scholarship Program (2018 – 2022)
- Best Student, ECE Awards 2022 in ECE Dept. of TUP-M
- Outstanding Student Leader, ECE Awards 2021 in ECE Dept. of TUP-M

PROFESSIONAL REFERENCES

Upon request