

Robert "Butch" F. Figueroa



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PROFILE

"Result Oriented with years of managerial proficiency in handling an end to end business operations. Used to oversee several major projects that consist of 365 personnel with 24/7 set up at the same time.

An Expert in coordination and completion of projects on time within budget and within scope. Oversee all aspects of projects. Set deadlines, assign responsibilities and monitor and summarize progress of project on a daily basis. Prepare reports for upper management regarding status of project.

Seasoned in designing and putting in place procedural practice to enhance the productivity of a team that give rise to efficient business operation.

Spearheaded several corporate departments with extensive knowledge in marketing, sales and training gained from actual experiences in several business platforms.

Exceptional communicator alongside with excellent interpersonal, presentation and facilitation skills

REMOTE EMPLOYMENT

Project Manager:

"Oversee and communicate all aspects of projects within my team by:

- Initiating
- Planning
- Assigning responsibilities
- Setting deadlines
- Executing
- Closing the work of a team to achieve specific goals and meet specific success criteria according to expectation

and regularly monitor and summarize progress of project on a daily basis and consistently prepare reports regarding status of project."

My Job Overview:

- Plan and implement projects
- Help define project scope, goals & deliverables
- Define tasks & required resources
- Collect and manage project team
- Manage budget
- Allocate project resources
- Create schedule and project timeline
- Track deliverables
- Lead quality assurance
- Present to stakeholders reports on progress as well as problems and solutions
- Progress, problems and solutions report
- Monitor and report on project progress
- Implement and manage change when necessary to meet project outputs
- Evaluate and assess result of project
- Support and direct team

Application Literacy: (Remote Project Mgmt Tool)

• Agile Project Management Tool:

- Jira
- Basecamp
- Teamworks

• G Suite

- G- Drive
- G-Mail
- Docs
- Sheet
- Slide
- Hangouts
- Meet
- Forms
- Calendar

• Coordination & Communication Tool

- Skype
- Hangouts
- Slack
- WhatsApp
- Messenger
- Viber

REMOTE EMPLOYMENT RECORD:

- | | | |
|-------------------------------------|--------------------------------------|--------------------------------------|
| • APTITUDE LTD.
Australia | • SQUARE 1
California, USA | • N.J. MKTG.
New York, USA |
|-------------------------------------|--------------------------------------|--------------------------------------|

REMOTE FACILITIES

- Exclusive office room
- Desktop with 3 Monitors for Multi-Tasking purposes
- Laptop & Additional desktop (Back up units)
- HD Cam with noise reduction microphone for regular communication
- 50+ mbps fiber internet (50+ Mbps download & 90+mbps upload)



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STRENGTHS

- Critical thinking and problem solving
- Excellent decision-making and leadership capabilities
- Contract negotiation
- Conflict resolution experience
- Adaptability
- Able to tolerate stress

TRAININGS



Toastmasters International (Advance Communicator Gold)

- Competent Communication Program
- Competent Leadership Program
- Advance Communication Program
- Advance Leadership Program
- Officers Training Program
- The Art of Effective Evaluation
- Speech craft training Program



Ron Kaufman

- The Secrets of Achieving Superior Service
- The Service Leadership



Salesman Center Inc.

- Salesmanship Training
- Trainer's Training



PMAP Human Resource Mgmt. Development Center

- Total Recruitment System finding the right fit
- Successful Training Techniques
- Facilitating Structured Learning Experience

COLLEGE DEGREE



ARELLANO UNIVERSITY
Bachelor of Arts
Major: Political Science
Minor: Legal Management

LOCAL EMPLOYMENT

Operations Manager

Managed Operation:

Action Labs IT • Sky Cable Service • HP Phils • High Quality FirePro • Al-Atlas Int. • Vision Tech & Mgt. Services

Managing Partner - Psalms Image Plus (Business Marketing Solutions)

Client List:

Welcome Enterprise Inc. • First Cavite Industrial Estate • Ambience • Ambica Pharmaceutical • Ezra Lifestyle Buying Site • I Finance • Cowboys & Aliens Website • Glass Asia Glazing Corp • Marzan Pharmaceutical • Polylyte Industrial Corp. • Ruble Systems Corp. • Daito Precisions Inc. • PC Gilmore • Evergreen Network • High Quality Fire Pro • Royal Cargo • Save U more Diagnostics. • Probio Pharma • Black Pearl Business Profile Inc. • N Computing System • PR Gas • Merjaca Ent. • Adpower Advertising • Abot Kamay Pharmacy • Dakilang Lakan documentary • Ermitage • Pet One Inc (Koifu) • Netcorp

Project Manager for Actionlabs IT Services Corporation

Managed Projects:

HP Hewlett Packard Service Center Operation • HP Hewlett Packard PPS/CSS Onsite Operation • HP Hewlett Packard Partner Management Operation • HP Hewlett Packard ECP Division • HP Hewlett Packard 6J Operation • HP Hewlett Packard ISS Operation • Sky Cable Service Operation

Training & Development Executive

Client/Employer:

HP Hewlett Packard • Worx Group of Companies • Square Tech Auto Shop • Merjaca Ent. • Marzan Pharmaceutical • Abot Kamay Pharmacy • Save U More Diagnostics • JL Promo Innovation • VBP Group of Companies • Vision Tech & Mgt. Services • Taytan International Corp. • Aruma Auto House (K.S.A) • Al-Atlas Int. Freight Forwarding • Issho Genki Philippines

Consultancy (RMA, Sales, Marketing & Business Operation)

Client List:

Worx Group of Companies • Marzan Pharmaceutical • Save U More Diagnostic Clinic • Braidwood Inc.

Sales & Marketing Manager

Employer: Aruma Auto House (K.S.A. [Saudi Arabia]) • Multi-Image Ventures Corp.

Human Resources Manager

Employer: High Quality FirePro • Taytan International Corp.

Customer Relations Manager

Employer: Issho Genki Philippines • Al-Atlas Int. Freight Forwarding

Accounts Manager

Employer: Multi-Image Ventures Corp. • O&Z Graphics Corp.



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