HANNAH EPE

PROFILE

Motivated to constantly develop my knowledge and skills, grow professionally and contribute for improvements. I am confident to come up with ideas that promotes progress and project efficiency.

CONTACT

- Daanbantayan, Cebu
- epe.hannah67@gmail.com
- 0998-339-3322

EDUCATION

Cebu Roosevelt Memorial Colleges
- Bachelor of Science in Information Technology
- CHED Scholar
- Working Scholar

Bateria National High School
- Graduate with High Honors

Bateria Elementary School
- Graduate with High Honors

SKILLS

- Communication and collaboration skills.
- Fluent in English written and oral.
- Successful in working with teams as well as/or with less supervision.
- The ability to manage, organize, and prioritize projects.
- The ability to work under pressure and multi-task in a fast paced environment.
- The ability to follow instructions, processes and deliver quality results.

WORK EXPERIENCE

DATAWORDS PHILIPPINES
JUNIOR PROJECT MANAGER
AUG 2021 - PRESENT

CEBU ROOSEVELT MEMORIAL COLLEGES
IT TEACHER
JAN 2020 - OCT 2021

AMEERATEL INC.
APPOINTMENT SETTER
SEP 2019 - JAN 2020

94.1 DYVL-FM RADIO STATION
DISC JOCKEY
FEB 2018 - SEP 2019

COOLWAY MULTIPURPOSE COOPERATIVE
INTERNSHIP
JUN 2018 - OCT 2018

JUNIOR PROJECT MANAGEMENT

- Assisted the project managers tasks and projects-ensuring proper updates are delivered and readily available,
- Helped in clerical and Invoicing by ensuring worklogs and track sheets are updated and clients and other teams are aware of the budget updates.
- Directly and indirectly communicated and collaborated with clients, project managers, and international counterparts on projects-offers valuable information, suggestion and alternatives.
- Helped manage. organize, and prioritize tasks and projects to ensure delivery commitments are met and in quality.
- Proactively joined collaborative efforts and cross check management of resources and projects with other project managers, leads and functional managers.
- Actively participated in company initiatives and events-provide constructive and insightful feedbacks afterwards.

IT TEACHER

- Planning lessons and activities that facilitate students' acquisition of basic and advanced computer skills.
- Instructing in a manner that develops students' confidence in their abilities.
- Observing and managing classroom dynamics.
- Invigilating and grading projects, quizzes, and examinations.
- Tracking and communicating students' advancement throughout the course.
- Downloading important software updates and maintaining hardware.
- Attending parent-teacher and faculty conferences.

APPOINTMENT SETTER

- Calling prospective clients using a list of phone numbers provided.
- Accepting calls from prospective clients as they arise.
- Fielding basic questions and concerns about the products and services we offer.
- Scheduling a consultation between the prospective client and a Sales Representative.
- Keeping a detailed log of calls, including those which were not answered.
- Attempting to contact prospective clients who you have been unable to contact.

DISC JOCKEY

- Reviewing the weekly and daily playlist.
- Ensuring music and commercials are played on schedule.
- Introducing weather, traffic, and news presenters.
- Taking music requests and engaging with listeners.
- Responding to social media interactions.
- Presenting on-air competitions.
- Interviewing guests.
- Presenting sponsored live events.
- Mixing and playing music at sponsored events.
- Presenting live on-air advertisements.

OTHER ROLES HELD

SCRUM MASTER
- Managed, organized, prepared, facilitated and documented scrum meetings with Project managers and Digital Specialist.

GENERAL SCRUM MASTER
- Managed, organized, prepared, facilitated and documented scrum meetings with CEO, Human Resources, Department Managers, Shareholders, and Clients.

NOTES:
- *This is a customized role of the company in an Agile Process.*

CERTIFICATES

PROJECT MANAGEMENT CERTIFICATES

ISO Certificates (DTW)
ISO 9001: 2015 - Quality Management
ISO 27001 - Information Security and general Data Protection Regulation

[LinkedIn Learning - Project Management institute (PMI) Approved]
Managing Project Stakeholders
Project Management Foundations - Courses
Become a Project Manager
Project Management
Managing Project Stakeholders
Project Management Foundations
Project Management Foundations: Ethics
Project Management Foundations: Requirements
Project Management Foundations: Integration
Project Management Foundations: Risk
Project Management Foundations: Schedules
Project Management Foundations: Communications
Project Management Foundations: Budgets
Project Management Foundations: Teams

[LinkedIn Learning - Microsoft Project Quick Tips Approved]
Microsoft Project- Courses
Excel Essential Training (Office 365/Microsoft 365)
Excel: Advanced Formulas and Functions
Excel: Advanced Formatting Techniques (365/2019)

SEO and Digital Marketing Training Certificate (DTW)
(22 HRS training with SEO and Digital Marketing)