

Alvin Chingcuanco, MBA

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Project Manager / Executive Assistant

Summary of Qualifications

- Quality-focused product manager with more than 10 years of leadership experience with cross-functional teams. Proficiency with the agile project management process.
 - Proficiency in PC and Mac, MS Office Suite and Adobe Creative Suite.
 - Creative problem solver and detail-oriented team player with excellent customer service and communication skills and dedicated to work under pressure to meet desired goals.
 - Able to quickly learn new systems, protocols and computer programs, operating cleverly and efficiently within these programs to turn problems into opportunities.
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Core Competencies

Project Management - Graphic Design - Communication Skills - Time Management - Leadership
PowerPoint Presentation - Training and Development – Communications Management
Planning and Execution - Team Management - Problem Identification & Resolution

Relevant Experience

NBP Holdings Group, Hoboken, NJ

February 2015 to Present

Project Manager / Executive Assistant

Develop and deliver continuous improvement initiatives, including goal setting, identification of internal and external resources, managing respective budgets, and implementation of the program using best practices.

- **Project Management:** Change management and continuous improvement. Manage and close multiple ongoing projects. Monitor and control business operation and projects by reviewing records and reports.
- **Communication Skills:** Streamline communication with cross-functional teams from all over the globe. Responsible for effective communication and collaboration with leaders, stakeholders and team members.
- **Data Communication:** Summarize data and meeting minutes into easy-to-read formats, presented through PowerPoint and PDF formats.

ASA College, Brooklyn, NY

July 2012 to June 2014

Alumni/Engagement Coordinator

Assisted in developing governance structure for assigned initiatives and effectively identified and addressed risks to the program. Acted as change agent in contributing to the overall success of stakeholder-focused and flexible programs. Used appropriate measurement, analysis and evaluation methods to accurately identify and implement process improvements.

- **Content Production:** Planned and executed content for social media, e-mails, presentations and newsletters to increase engagement by 20%.

- **Training and Presentation:** Developed, implemented and presented impactful PowerPoint presentations for presentation to various internal and external clients.
- **Communication:** Prepared written and narrative reports for senior leadership on impact of programs. Summarized key data to drive decision-making with an eye toward continuous improvement.

IMC Professionals, Manila, Philippines

January 2001 to December 2010

Marketing & PR Manager

Designed and implemented proactive marketing communications strategies, pitches, public relations plans, crisis communications, and product launches.

- **Sales and Presentation:** Created PowerPoint presentations, with summarized data, to translate technical information into laymen's terminology.
 - **Product Launch:** Designed, planned, and executed various product launches for various clients. Worked with clients to design and successfully launch marketing and public relations plans and campaigns for innovative products and services.
 - **Strategic and Analytical Thinking:** Assessed unmet needs and opportunities with the goal to enhance marketing portfolio to explore strategic options and partnerships for initiatives to deliver innovative wrap-around solutions. Developed market insights to drive strategic business decisions, including resource allocation and metrics development to ensure quality, timeliness, and cost-effectiveness.
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Education

Masters of Business Administration (Project Management Concentration)

DeVry University's Keller Graduate School of Management, Paramus, NJ

Bachelor of Science in Interdisciplinary Studies, Business Management and Communication Arts

Ateneo de Manila University, Quezon City, Philippines

Associate of Occupational Science in Business Administration and Accounting

ASA College, Brooklyn, NY