

MR. FRANCIS RAYMUND CANO MIGRINO

CURRICULUM VITAE

INSTITUTION:	QUALIFICATION OBTAINED	YEAR
ASIAN INSTITUTE OF MANAGEMENT	Post Graduate Certificate in Management for Education Leaders	2025
UNIVERSITY OF SANTO TOMAS	Bachelor of Science in Mechanical Engineering	2004

1. SKILLS:

- Executive/Virtual Assistant to C-Level Executives, Training and Coaching, Client Relationship & Management, Project Management, Public Finance, Investment Banking, Customer Service Support, Back-Office Support

2. TOOLS:

- Microsoft Office 365, AI (Co-pilot, ChatGPT), CRM (HubSpot, Notion), Communications Platform (Slack, Zoom, Teams, Discord), Visuals (Canva, Adobe), Project Management (Trello, Asana, Monday.com), Google Workspace

3. TRAININGS AND WORKSHOPS ATTENDED:

- Foundations of a Trainer, 4-MAT Analysis, Financial Markets, Business and Technical Writing for Effective Communication, Technical Analysis for Financial Market Instruments, Basics of Instructional Design, Customer Relationship Management, Strategic and Leadership Training, 4 Disciplines of Execution (4DX), Change Management focuses on communication and awareness, training and briefing sessions, and Stabilization, Project Management focuses on Diagnosis, Planning, Interventions, Project Launch, and Evaluation, Excel for Managing Reports, Foundational Strategic Planning and Management, Design Thinking, Social Media in the Workplace, Republic Act (RA) 12009: New Government Procurement Act

4. COUNTRIES OF WORK EXPERIENCE:

Philippines, Singapore, USA

5. LANGUAGES: (Indicate competence on a scale of 1 to 5; 1 - excellent; 5 - basic)

Language	Reading	Speaking	Writing
<i>English</i>	1	1	1
<i>Filipino</i>	1	1	1
<i>Cebuano</i>	2	3	2

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6. EMPLOYMENT RECORD:

Date:	November 2025 to present
Location:	Remote
Employer:	JAI Ventures LLC
Position held:	Senior Executive Assistant
Detailed Tasks:	<ul style="list-style-type: none"> • Calendar and Email Management • Preparation of Reports, Meeting Agenda, Minutes of the Meeting • Client and Partners coordination • Administrative Tasks • Project Management and Coordination • Providing Operation Support to various client's businesses

Date:	August 2025 to March 2026
Location:	Taguig City
Employer:	MAGIC INC.
Position held:	ACCOUNT LEAD
Detailed Tasks:	<ul style="list-style-type: none"> • Client Management & Success • Team & Assistant Leadership / Coaching • Quality Control & Performance Metrics • Problem Solving & Escalations • Operational Coordination • Reporting & Feedback

Date:	March 2021 to June 30, 2025
Location:	Meralco Avenue, Pasig City
Employer:	DEPARTMENT OF EDUCATION
Position held:	EXECUTIVE ASSISTANT IV
Detailed Tasks:	<ul style="list-style-type: none"> • Assists the Undersecretary for Finance in the day-to-day operations of the entire DepEd's Finance Strand • Overseeing the operations of the Office of the Undersecretary for Finance • Provide executive, technical, and administrative assistance to the Undersecretary of Finance • Conducts training sessions for Finance staff for capacity building and additional competency.

Date:	February 2021 to November 2022
Location:	Ortigas Center, Pasig City
Employer:	VITTOREN INC. (STAFFVIRTUAL)
Position held:	EMPLOYEE DEVELOPMENT OFFICER (Training Head / Consultant)

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Detailed Tasks:	<ul style="list-style-type: none"> • Develops training materials and other learning resources that are responsive to the company's goals • Conduct training sessions/programs • Helps in process improvement, employee engagement, and satisfaction
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Date:	August 2020 to April 2021
Location:	Bonifacio Global City, Taguig, Philippines
Employer:	GO PHILIPPINES INC.
Position held:	PROGRAM MANAGER, PROFESSIONAL DEVELOPMENT PROGRAM
Detailed Tasks:	<ul style="list-style-type: none"> • Manages the portfolio Go Philippines Professional Development Plan • Attends and conducts regular stakeholder coordination with internal and external stakeholders • Prepared documents, reports, materials, and other correspondence related to the program • Provides technical and operational support to the division directors and executives.

Date:	July 2018 to November 30, 2020
Location:	DepEd Central Office, Meralco Avenue, Pasig City
Employer:	DEPARTMENT OF EDUCATION
Position held:	PORTFOLIO AND PROCESS MANAGEMENT SPECIALIST
Detailed Tasks:	<ul style="list-style-type: none"> • Manages the portfolio of DepEd Programs on Basic Education Facilities, Computerization Program, Quick Response Fund, and Last Mile Schools Program • Conducts regular stakeholder coordination with DepEd Program Managers for status and updates in the implementation of the DepEd Program (from Planning, Budgeting, Procurement, Delivery, and Monitoring and Evaluation) • Attends internal and external stakeholder engagements relative to the School Building Program, Computerization Program, and other Finance and or Program-related activities and meetings • Prepares reports, presentations, memoranda, and other materials for internal and external stakeholders • Provides technical and operational support to the Office of the Undersecretary of Finance on matters of finance and other related activities

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Date:	September 2016 to June 2018
Location:	DepEd Central Office, Meralco Avenue, Pasig City
Employer:	DEPARTMENT OF EDUCATION
Position held:	COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT LEAD
Detailed Tasks:	<ul style="list-style-type: none"> • Conducts Needs Analysis, Focus Group Discussions, Training Sessions • Develops Learning and Communication Materials and Programs • Communicate updates and any project launch to all stakeholders

Date:	February 2016 to May 15, 2016
Location:	Laguna International Industrial Park, Mamplasan, Binan, Laguna
Employer:	GLADES INTERNATIONAL CORPORATION
Position held:	ORGANIZATION DEVELOPMENT CONSULTANT
Detailed Tasks:	<ul style="list-style-type: none"> • Conducts Needs Analysis, Focus Group Discussions, Training Sessions • Develops Training Curriculum, Training Materials, and Training Programs • Communicates to all stakeholders any project launch or updates • Handles Employee Development Program from Planning, Project Launch, and Implementation supervision.

Date:	September 2014 – December 2015
Location:	Quezon City, Philippines
Employer:	AARC LTD AND WYG INTERNATIONAL BUREAU OF INTERNAL REVENUE (BIR) E-TIS PROJECT
Position held:	INSTRUCTIONAL DESIGN AND CHANGE READINESS CONSULTANT
Detailed Tasks:	<ul style="list-style-type: none"> • Training Materials Design – Creating, Finalizing, and Updating. • Data Gathering from various sources. • Creating and updating the Analytical Report to be presented to Stakeholders. • Creating presentations for various Change Management and Training-related activities. • Provides Briefing Sessions on Product Updates • Maintains communication of any changes, updates, or feedback to all stakeholders of the project, including setting up meetings or focus group discussions.

Date:	May 2014 – September 2014
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Location:	Science Hub, McKinley Hills, Taguig City
Employer:	HCL TECHNOLOGIES
Position held:	TRAINING SPECIALIST
Detailed Tasks:	<ul style="list-style-type: none"> • Training Delivery. Creation of Training Materials and Reports for Training and Quality. Conducting Training Needs Analysis

Date:	July 2013 – January 2014
Location:	Paranaque City, Philippines
Employer:	SPI GLOBAL TECHNOLOGIES INC.
Position held:	TRAINING AND QUALITY ANALYST
Detailed Tasks:	<ul style="list-style-type: none"> • Training Delivery. Creation of Training Materials and Reports for Training and Quality. Conducting Training Needs Analysis • Organizing, Preparing, and Creating Training Materials and Training Methods that will be used in a training session • Trained offshore to migrate the current training and operations processes from Singapore to Manila

Date:	May 2009 – July 2013
Location:	Taguig City, Philippines
Employer:	THOMSON REUTERS
Position held:	LEARNING AND DEVELOPMENT CONSULTANT
Detailed Tasks:	<ul style="list-style-type: none"> • Training Delivery, Training Needs Analysis, and Instructional Design • Delivering training programs to new and existing hires, including process, product, customer service, customer relationship management, business writing, strategic planning, and basic leadership training. • Providing Coaching and Improvement Plans for areas of opportunity • Preparing, Creating, and Updating Training Materials • Conducting Level 1-3 Training Evaluation • Maintains Stakeholder Communication for any information that needs to be cascaded, as well as any updates or program offerings.

Date:	January 2007 – May 2009
Location:	Makati City, Philippines
Employer:	E*TRADE FINANCIAL
Position held:	OPERATIONS SPECIALIST FOR TRAINING AND QUALITY

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Detailed Tasks:	<ul style="list-style-type: none">• Process Migration, Training Delivery, Instructional Design, and Quality Analysis• Trained offshore to migrate the process from their US Sub-headquarters to Manila.• Created Training Materials and conducted Training sessions.• Performed Training Needs Analysis and Quality Analysis and developed an intervention to increase work efficiency and effectiveness.• Reports Team's performance to Senior Management
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7. PERSONAL INFORMATION:

Full Name	FRANCIS RAYMUND CANO MIGRINO
Date of Birth:	29 th of November 1982
Place of Birth:	Pasay City, Philippines
Age:	42 years old
Address:	Unit 5, Rants Building 1, St. Francis Village 10, Brgy. San Antonio, Biñan City, Laguna 4024
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