



Civil Engineer, Safety Officer
Operations Manager

Personal Info

Philippines
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Technical Skills

Google Workspace
Microsoft Office, iWork Suite
FreshDesk
HubSpot
KPI & Attendance Tracking
(Google Sheets, Excel)
Electronic Health Records
(ThoroughCare, CareCo)
Loss Control Management
Zoom, Slack

Personal Skills

Innovative Thinking
Organizational Skills
Creative Problem Solving
Data Analysis and Reporting
Interpersonal Communication
Sales and Marketing Strategies
Technical and Customer Support
Strategic Planning and Development
Project Management and Leadership



Renee Brielle Angelo Duran CE, SO, MBA

I'm an MBA graduate with a background in engineering, operations, and compliance. I have over 3 years of experience managing remote teams, enforcing policies, and improving performance. I'm seeking a role where I can apply my leadership and operational skills to drive team accountability and deliver measurable results.

Experience

Operations Manager – RPM Logix

Since 2020

- Oversaw daily operations of remote teams, ensuring adherence to schedules, workflows, and client standards
- Managed end-to-end inventory tracking of medical devices from procurement, IMEI assignment, allocation to partner clinics, up to device distribution
- Maintained a detailed tracking system to monitor device status, assignments, and deployment across multiple doctor offices
- Coordinated with cross-functional teams to align supply planning, forecasting, and process improvements
- Led onboarding, training, and performance evaluations to uphold service quality
- Enforced SOPs, addressed compliance gaps, and drove corrective actions for continuous operational improvement

Health Advocate II – Care Coach

2019

- Guided patients through care plans using proprietary telehealth tools, ensuring adherence, engagement, and outcome improvement
- Monitored patient behavior and provided timely interventions to support compliance and wellness goals

Engineering Brigade – Philippine Navy

2019

- Supervised multidisciplinary teams under high-pressure environments and enforced project compliance with regulatory and timeline requirements
- Led infrastructure planning and execution while ensuring adherence to safety, quality, and operational standards

eCommerce Specialist – ALT Shift Ctrl

2018

- Oversaw operations across digital storefronts including product performance, fulfillment accuracy, and customer satisfaction
- Streamlined order management and logistics using performance data to identify and fix bottlenecks

Charity work – Blah Therapy

Since 2015

- Applied strong listening, de-escalation, and interpersonal communication skills to maintain a safe and respectful virtual environment

Education and Seminars

Colegio De San Juan De Letran – MBA	2025
40-hour Loss Control Management, 8-hour OHS Auditing	2021
40-hour Construction Occupational Safety and Health	2021
4-hour Advanced MS Excel and 2-hour Training of Trainer	2021
Crash Course: Structural Analysis and Design using STAAD Pro	2021
Technological University of the Philippines – BSCE	2020
Junior Philippine Institute of Civil Engineers – Leadership	2019
TESDA – San Pedro Technical Institute – SMAW-II	2018