



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