

CELINA MORETO

JUNIOR PROJECT MANAGER

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SUMMARY

As a Junior Project Manager working remotely at HPL Gamedesign, I serve as a key liaison between clients and the art team, ensuring tasks are clearly defined, aligned with client expectations, and delivered on time. I'm responsible for assigning tasks to artists based on client requirements, reviewing completed work for quality and consistency with game design goals, and collaborating closely with art team leads to improve gameplay elements. Operating in a fully remote setup, I ensure smooth communication, efficient workflow, and successful project outcomes despite the distributed team environment.

TECHNICAL SKILLS

- Microsoft Office Suite: Word, PowerPoint, Outlook
- Project & Task Management: Asana, Slack, ClickUp
- E-commerce Platform: Shopify
- Logistics & Delivery Management: GSM Task
- Mobile Application: MyBasurero App

PROFESSIONAL EXPERIENCE

HPL Gamedesign Corporation - Junior Project Manager

July 2025 - Present

- Act as the main liaison between clients and the art team to ensure tasks are clearly defined, aligned with client expectations, and delivered on schedule
- Assign tasks to artists based on detailed client requirements and project milestones
- Review and evaluate completed assets for quality, consistency, and adherence to game design goals
- Collaborate closely with team leads to discuss improvements in gameplay and artistic direction
- Facilitate clear and consistent communication in a fully remote work setup, ensuring smooth coordination across departments
- Monitor progress to meet deadlines and maintain high standards in client satisfaction and game design delivery

Basic Environmental Systems and Technologies, Inc. - Project Lead

Project: Otsuka Solar Philippines – EPR (Extended Producer Responsibility) Program

May 2025 - July 2025

- Led the implementation of Otsuka Solar Philippines' EPR Program, ensuring compliance with national environmental standards
- Served as the primary client liaison, facilitating meetings and tailoring sustainability strategies to client goals
- Defined KPIs and aligned project activities to meet or exceed targets
- Managed and guided the on-ground operations team to ensure timely delivery of program milestones
- Monitored project performance, addressed challenges, and provided regular progress reports to the client

Basic Environmental Systems and Technologies, Inc. - Corporate Sustainability Associate

Project: Tindahan Extramile (Coca-Cola Program)

July 2024 - May 2025

- Transitioned from Beepxtra Philippines to Basic Environmental Systems and Technologies, Inc. to support Project Tindahan Extramile (Coca-Cola sustainability program)
- Assisted in developing IEC strategies and managing participant registration
- Coordinated PET bottle collection across seven NCR cities to promote recycling
- Managed incentive distribution and inventory for Tindahan Extramile Kit
- Supported planning and execution of program activities to boost sustainability and community engagement

Basic Environmental Systems and Technologies, Inc. - Assistant

Project: DIAGEO Harmony Glass Program

July 2023 - December 2023

- Sustainability Initiative: Assisted in the DIAGEO Glass Program, recognized with the DIAGEO In Harmony Award for excellence in sustainability.
- Glass Collection: Managed the collection of glass materials as part of the program's recycling efforts.
- Incentive Distribution: Facilitated the distribution of incentives to participants, supporting program engagement and effectiveness.

Beepxtra Philippines - Officer In Charge

Trash to Cashback Program

September 2021 - July 2023

- Managed waste collection operations focused on recyclables across NCR to improve community recycling
- Performed data entry and generated reports to track program performance
- Oversaw inventory and distribution of incentives for Alaska and Tetra Pak clients
- Compiled and transferred system reports for streamlined analysis
- Coordinated recycling and incentive programs to enhance operational efficiency and community engagement

BIDABEST Pet Food - Customer Service, Inventory Coordinator & Logistics Officer

April 2019 - September 2021

- Managed inventory levels and ordering process using Shopify, ensuring accurate stock counts and timely replenishment of pet food ingredients
- Researched suppliers, negotiated pricing, and purchased high-quality ingredients to support cost-effective production
- Used GSM Task to assign and coordinate delivery routes for riders, ensuring timely and efficient customer deliveries
- Oversaw rider logistics, including remit verification and delivery tracking, to maintain accuracy and accountability
- Handled customer service inquiries and order issues, maintaining strong customer relationships and high satisfaction

Geullah Christian Retreat House - Psychology Intern

March 2019 - April 2019

- Interview, Patient Interaction group.
- Organization and Facilitation of therapeutic activities.
- Psychological testing, administration scoring and interpretation, case reports.
- Behavioral observation reports and SOAP Charting..

EDUCATION

BESTLINK College of the Philippines
Bachelor of Science in Psychology
2018 - 2019

- General Psychology
- Thesis on “ *The Effects of Anxieties on the Academic Performance of BS Accountancy Students: Towards A Guide*”

CERTIFICATIONS

- Performing Solid Waste Management in the Workplace at
Technical Education and Skills Development Authority
- Participating in Workplace Communication
Technical Education and Skills Development Authority
- Webinar Leading with Empathy: **The Power of Human-Centered Leadership**
Positive Workplaces
- Lakbay Aral sa Morong and Values Formation Workshop
Basic Environmental System and Technologies, Inc.
- Standard First Aid And BLS CPR W/ AED
Philippine Red Cross

REFERENCES

Rainer John Reyes

Senior Marketing Officer at tipón Federation
09998258657

Carlo Baltazar

Project Administrative Assistant at
The Advanced Science and Technology Institute is an agency of the Department of Science
and Technology
09557065648

Charena Lorenzo

Chief Executive Officer of BIDABEST PET FOOD
09158426414