

# CELINA MORETO

## JUNIOR PROJECT MANAGER

Block 22 Lot 8 Pook Pagasa, Batasan Hills, Quezon City, 1126 | celinamoreto23@gmail.com | 09810374326

### 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

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