



Carissa N. Döring

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Competencies and Key Qualifications

Gender
Public Relations
Events Organization
Program Coordination and Office Management
Research surveys and baseline assessment
Knowledge Management (KM)
Systems Analysis and Design (SAD)
Basic Financial Planning, Management and Monitoring

Eligibility: *Automatically Eligible to work with any Government Agency upon obtaining a weighted average of 1.75 according to Republic Act of the Philippines 4444*

Professional Experiences

Technical Assistant

GTZ Water, Sanitation and Solid Waste Program
Deutsche Gesellschaft für Technische Zusammenarbeit (GTZ) GmbH
January 2007 – April 2007

Description: Mainly responsible for the gender mainstreaming and public relations components of the program.

Gender Coordinator. Initiated the gender mainstreaming process which includes gender orientation, gender analysis, gender planning and among others. Ensured that the program is responding to the gender issues by continuously providing a venue to discuss, share and learn about gender and development among the staff, partners and target users.

Public Relations. Responsible for the positioning and visibility of the program to the public and to the media through exhibitions, forums, kapihan, press conferences and among others. This includes as well the preparation of information materials such as flyers, program brief, product sheets.

Program Coordinator

GTZ Water, Sanitation and Solid Waste Program
Deutsche Gesellschaft für Technische Zusammenarbeit (GTZ) GmbH
October 2000 – December 2006

Description: Mainly responsible for the over-all coordination of the program's activities with partner agencies and donor organizations. Handled the accounting system of the program office in Manila and the project offices in the Visayas Region.

Other professional experiences:

Knowledge Management and Website Administrator
Contracts Management
Monitoring, Evaluation and Documentation (MED) System
Baseline Assessment and Research Surveys
Basic Community Organizing
Organization of international symposiums, planning workshops and trainings
Report writing and process documentation

Collection Officer

Citibank N.A.
May - October 2000

Description: Assisted the business in managing the net credit write-off and the delinquency level to within the budgeted level. Conducted collection and investigation on the customer's history to negotiate terms and suggest alternatives for the settlement of the obligation.

Office Assistant

Metropolitan Waterworks and Sewerage System- Residual Office
April-May 1999

Description: Assisted the Personnel Department Head in dealing with matters related to personnel services. Issued Certificate of Employment and Service Record to retired employees. Liaison Officer of the department.

Seminars and Trainings

Facilitation Techniques for Meetings and Workshops
August 13-17, 2007, AMI Management Institute Ltd
Marriott Hotel and Spa, Hua Hin, Thailand

Media Dynamics and Basic Media Skills Training
July 24-25, 2006 Tiarra Hotel, Makati City

Public-Private Partnership (PPP): PPP Practitioners Training
July 5-6, 2006 Tiarra Hotel, Makati City

Training in Financial Planning and Management based on GTZ Standard
March 9-10, 2005 GTZ Makati

Training on Financial Monitoring using the "Auftragsmonitoring System - AMS" of GTZ
January 17-19, 2005 Bangkok, Thailand

Orientation on Knowledge Management (KM)
September 10, 2004 Asia Pacific College

Training of Trainers (ToT)
January 2001, Crisis Preparedness Center

Education

Post-Graduate Diploma in **Research and Development Management (R & DM)**
June 2003- March 2005
University of the Philippines, *Open University*
Diliman, Quezon City

Graduate of **Bachelor of Science in Business Administration (BSBA)**
Major in **Management Information System (MIS)**
Philippine School of Business Administration (PSBA), QC
Graduated Cumlaude

Related Experiences:

Thesis in Systems Analysis and Design on the topic "Client Information System" of Alien Concept, Corp using Visual DBASE software;

Thesis in Systems Analysis and Design on the topic "Patient Information System" of P. Gonzales Memorial Hospital using Visual Basic software;

Thesis in Systems Analysis on the topic "Inventory System" of Pocketbell using DBASE III ++

High School and Elementary Diploma

Personal Information

Born in September 11, 1979

Born-again Christian

Married

Fluent in English and Tagalog

Studied German language (basic) with the Goethe Institut Inter Nationes (Philippines)

Traveler and explorer

Proficient in MS Word, Excel, PowerPoint, Publisher

Can handle basic database management (MS Access) and web applications