



# RODERICK DAMIAN

EXPERIENCED DATABASE RESEARCHER, TECHNICAL  
MODERATOR & DIGITAL HOST



<https://www.linkedin.com/in/roderick-damian-9b0b8118a/>

## ABOUT ME

Detail-oriented, focused and conscientious professional with more than 15 years of experience in Trainings, Conferences, Data Management, and Warehouse Operations. Has a proven record of exceptional competencies in managing and maintaining information with diverse data organization requirement. Proficient in Database Management Systems (DBMS) such as Wave, Infront, Infront-Plus and with experience in SAP. Expert in Microsoft office suite, Video conferencing platforms such as Teams and Zoom and has knowledge in OBS Studio. Expertise in analyzing multiple datasets with excellent time management skills. Completed the Certified Digital Marketing course in December 2020.

## WORK EXPERIENCE

### Technical Moderator – Project-Based ENDO Dubai 2021 – MIS Academy – Dubai, UAE

- In charged of daily operational & technical support of the Congress, including video conferences and virtual meetings via Zoom using OBS Studio.
- Actively participated in the orientation process and coordinated the schedule with the presenters.
- Acted as a moderator in facilitating chats, polling, and online Q&A.
- Troubleshoot technical issues and provide accurate feedback as needed.
- Supported the Events team in creating Evaluation Reports and Attendance Certificates.
- Conducted electrical safety check on equipment such as Cameras, ATEM Mini Pro Switchers and HDMI 4K Splitters.



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Dubai, UAE

## KEY SKILLS and COMPETENCIES

- Data Management
- Data Validation & Cleansing
- Data Collection
- Documentation Skills
- Interpersonal Skills
- Time Management
- Strong Organizational Skills
- Technical and Analytical
- Inventory Control
- Warehouse Operations

## SYSTEMS and SOFTWARE

- Wave
- Infront
- Infront Plus
- Microsoft Outlook, Word, Excel, Access, PowerPoint, Teams
- SAP
- Zoom
- OBS Studio

## TRAININGS/CERTIFICATIONS

- Certificate in Digital Marketing
- Data Privacy Knowledge Check
- Informa Sanctions Training
- Informa Health & Safety Training
- How We Work at Informa - Our Code of Conduct & Guiding Principles

## EDUCATION

- **University of the Cordilleras(BCF)**  
Bachelor of Science in Computer Science Degree, 2004
- Major in Information Science

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## DATABASE RESEARCHER – Informa Connect Middle East – Dubai, UAE – Nov 2008 – Sept 2020

- Responsible for daily upload of all data from back office.
- In charged of data upload for Pre-Registered, Post Show and Webinar data which includes data validation, cleaning, formatting, coding, checking and ensuring data quality. This also involved deduping of any data when required.
- Carried out research (Web/Tele-research) for new projects.
- Worked with the Marketing Managers in data selection for Training courses and Conferences.
- Worked in the Registration Department in registering paid/unpaid delegates of upcoming events using SAP.
- Worked with Telesales Department in providing the necessary support to ensure that all data suppressions for the business and third party are managed and recorded.
- Worked onsite with the Event Management Team to ensure the event runs smoothly.
- Performed Tele-reminding tasks for numerous training events.
- Prioritized assigned tasks under tight deadlines and ensured these are completed on or before the scheduled date of completion.

## WAREHOUSE OPERATIONS EXECUTIVE – Texas Instruments Philippines Inc., Baguio, Philippines – Oct 2004 – Nov 2007

- Effectively monitored flow of goods and implemented First-In First-Out (FIFO) method in the use of materials.
- Ensured accuracy of product inventories against system records by conducting cycle counts on a periodic basis.
- Immediately resolved inventory discrepancies in coordination with accounting department.
- Ensured effective utilization of warehouse areas and observed proper loading, unloading, stocking and safekeeping of items to maintain the quality of goods in order to prevent product damage and avoid occurrence of pilferage, accidents and occupational hazards.

