

LEO LINGEL T. PAÑARES

BUSINESS OPERATIONS & LEARNING STRATEGIST | EXECUTIVE SUPPORT PROFESSIONAL



CONTACT

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Rizal, Pinamungajan, Cebu

CORE COMPETENCIES

- Strategic Operations & Executive Support
- Project & Program Management
- Calendar & Inbox Management
- Process Optimization & Workflow Design
- Cross-functional Leadership & Communication
- Training Design & Facilitation
- Multimedia & Content Development
- Change Management & Stakeholder Engagement

TOOLS & TECHNOLOGIES

- Google Workspace
- Microsoft Office
- Zoom
- Canva
- Trello
- Asana
- CapCut
- Adobe Creative Suite
- Learning Management Systems
- File Organization Tools



PROFILE

Strategic and proactive professional with 8+ years of experience across operations, executive support, training, and multimedia production. Adept at translating vision into action, managing complex projects end-to-end, and optimizing systems to drive organizational growth. Known for leading with initiative, aligning execution with business goals, and collaborating cross-functionally with stakeholders at all levels.



WORK EXPERIENCE

LAMAC MULTI-PURPOSE COOPERATIVE

2024-2025

HR Training Officer

- Partnered with senior leaders to align onboarding and training strategies with company goals.
- Spearheaded company-wide Training Needs Analysis, streamlining learning priorities based on data.
- Led quarterly management workshops focused on coaching, communication, and leadership development.
- Maintained consistent communication flow with executives and teams, ensuring clarity of initiatives.

LAMAC MULTI-PURPOSE COOPERATIVE

2019-2024

Business Development Center – Division Manager

- Acted as a strategic bridge between executive leadership and implementation teams.
- Oversaw multiple operational units including Information & Media, Youth Engagement, and Training.
- Managed digital communication campaigns, content production, and brand alignment.
- Orchestrated project timelines, tracked deliverables, and drove accountability across teams.
- Implemented streamlined systems for documentation, reporting, and content creation workflows.

UNIVERSITY OF SAN JOSE-RECOLETOS

2017-2018

Faculty Teacher, Senior-High Computer Studies

- Delivered lessons on multimedia, programming, and IT systems with project-based outcomes.
- Mentored students in research and final year projects with high completion success rates.



EDUCATION

Bachelor of Science in Information Technology

2013-2017

Consolatrix College of Toledo City



NOTABLE ACHIEVEMENTS

- **1st Runner-Up**, Youth Entrepreneurship Pitch Competition, NATCCO Youth Congress (Philippines) 2025
- **2nd Runner-Up**, YOUTH CAN: KoopKicks 3.0 — developed and presented the DIGI-Youth Collective flagship program (Philippines) 2025
- **3rd Place Winner**, ICA Youth Summit, Youth Pitch Competition (Malaysia), 2023
- **Editorial Consultant & Head Designer**, "Soar Lamac MPC: 50 Years in Service" commemorative book, 2023
- National **President**, AGRITERRA Youth National (2021 – 2023)
- **Visayas Youth Committee Representative**, NATCCO Children & Youth (2021 – 2022)
- **SK Chairperson**, Brgy. Rizal, Pinamungajan (2018 – 2023)