



Jessa Bordomeo

Workforce Management and Analytics Head



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PROFILE

Workforce Management and Analytics Head with a strong foundation in project management, operations coordination, and process improvement. Experienced in managing workflows, monitoring deliverables, coordinating with stakeholders, and translating operational needs into practical systems, trackers, reports, and dashboards. Currently supports workforce planning and staffing governance in a university setting, particularly in areas involving headcount monitoring, recruitment planning, budget alignment, approval workflows, and workforce data analysis. Skilled at identifying process gaps, anticipating risks, and turning data into insights that help leaders make more informed and realistic decisions. Brings an analytical but people-centered approach to workforce management, ensuring that strategy is connected to day-to-day operational realities.

PROFESSIONAL EXPERIENCE

02/2026 – Present
Quezon City,
Philippines

Ateneo De Manila University

Workforce Management and Analytics Head

- Leads the design, analysis, and optimization of the University's workforce complement.
- Ensures that workforce structures, capacity, and data insights are strategically aligned with:
 - Institutional priorities
 - Employee capabilities
 - Unit capabilities
 - University aspirations and goals
- Supports the development of a responsive and future-ready organization.
- Combines key functions in:
 - Workforce planning
 - Data analytics
 - Strategic advisory
- Drives decisions related to:
 - Complement design
 - Workforce resource optimization
 - Policy direction
- Collaborates with different HR teams to ensure workforce decisions are informed, coordinated, and aligned with institutional needs.

02/2025 – 01/2026
Quezon City,
Philippines

IT Group Inc.,

Project Manager

- Define project scope, objectives, and deliverables that support business goals.
- Develop detailed project plans, schedules, and budgets.
- Coordinate internal resources and third parties/vendors for the flawless execution of projects.
- Manage changes to the project scope, project schedule, and project costs.
- Monitor and report on project progress, risks, and issues to stakeholders.
- Lead and motivate cross-functional teams.
- Ensure all projects are delivered on-time, within scope, and within budget.
- Conduct post-project evaluations and identify successful and unsuccessful project elements.

- Communicate effectively with clients and stakeholders at all levels.

Sagesoft Solutions Inc.,

11/2023 – 01/2025 San Juan, Philippines	IT Project Manager • Managed projects from procurement to commission • Meet Project deadlines without sacrificing build quality or workplace safety. • Planned, designed, and scheduled phases for large projects. • Developed and initiated projects, managed costs, and monitored performance. • Negotiated and managed third-party contracts related to project deliverables. • Provided detailed project status updates to stakeholders and executive management. • Provided detailed technical and operational direction in project challenges, consistently meeting deliverables according to deadlines.
03/2022 – 11/2023 San Juan, Philippines	IT Business Analyst • Liaising between the IT department and the executive branch • Acting as an information source and communicator between business branches • Understanding strategic business needs and plans for growth • Enhancing the quality of IT products and services • Analyzing the design of technical systems and business models • Utilizing IT data for business insights • Analyzing business needs • Sourcing and implementing new business technology • Finding technological solutions to business requirements • Producing reports on application development and implementation.
06/2016 – 03/2022 Quezon City, Philippines	Accenture Platform Experience Associate • Become and remain knowledgeable about the Client's products and policies • Make well-balanced decisions and personally driven to be an effective advocate for the platform's community • Strong interpersonal skills, verbal and written communication skills and most importantly empathy • Review content within agreed turnaround times and standards of quality • Identify inefficiencies and improvement opportunities in workflows and suggest solutions or recommendations • Recognize trends and patterns, and escalate issues that may affect the delivery of work in a timely manner

INDUSTRY EXPERTISE

Project Management	Workforce Management	Business Analysis	Data Analysis
Copywriting	Government and Public sector	Information Technology	
Manufacturing and Supply Chain	Finance and Banking	Data and Analytics	

SKILLS

- Strategic Planning
- Agile Methodology
- Team Management
- Project Management Tool : JIRA
- Systems Design - UI/UX
- Interpersonal Skills
- Business Writing
- Waterfall Methodology
- General Knowledge in AWS
- Project Management Tool : Trello
- Documentation
- Developer Tools: Google Script
- Business Unit Collaboration
- Hybrid Methodology
- General Knowledge in Netsuite
- Project Management Tool : Asana
- Programming Languages
- Design: Canva
- Software Development Lifecycle
- Project Planning
- General Knowledge in Outsystems
- Project Management Tool : ZOHO
- Office Application
- Google and MS Office Tools

EDUCATION

06/2013 – 05/2016
Quezon City,
Philippines

Bachelor of Science in Information Technology
Informatics International Diliman College

LANGUAGES

English

Filipino

CERTIFICATES

Agile PM Foundation – APMG International | November 2023

TRAININGS

09/2023 **Agile Project Management Training**
Phoenix One

03/2022 **Associate Sales**
Outsystems