

# Catalina Matias Jibrin

**Operations Executive | Human Resource Management Specialist**

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## Professional Summary

Accomplished and dynamic operations executive with over 18 years of cross-cultural experience in business administration, human resource management, and organizational development across the Philippines and Nigeria. Renowned for exceptional leadership, communication, and documentation skills, I have consistently driven operational excellence by standardizing processes, maximizing resources, and implementing robust cost-control measures. My approach centers on cultivating a growth mindset and synergy among employees, elevating teams and departments to international standards while delivering outstanding services to both local and international communities.

I am passionate about people, culture, and human capital development, with a proven ability to conceptualize and develop a positive culture for the entire organizations for sustainable growth. I have successfully led major restructuring, accreditation, and modernization initiatives, and have a strong track record of improving customer retention, staff performance, and organizational reputation. My work is underpinned by a commitment to continuous improvement, innovation, and empowering individuals and organizations to reach their full potential.

### Key Skills

Human Resource Management

Operations & Business Administration

Communication & Interpersonal Skills

Documentation & Process Standardization

Staff Training & Development

Organizational Transformation

Customer & Public Relations

Health & Safety Management

### Volunteering & Community Involvement

> **Jail Ministry, Ligao, Albay, Philippines:** Provided spiritual support, counseling, and essential supplies to inmates, fostering hope and rehabilitation.

> **Payatas Kids, Manila, Philippines:** Organized feeding programs and distributed school supplies to children of scavengers in collaboration with Christ To The Orient Ministry, improving nutrition and educational access.

> **Support for the Blind School, Abuja, Nigeria:** Partnered with Nigerwives Association to provide resources and advocacy for visually impaired students.

> **Karamajiji Village (Community for Persons with Physical Disabilities), Abuja, Nigeria:** Supported development initiatives and empowerment programs in collaboration with CHC Agri Tech, the Filipino Community, and the Philippine Embassy.

> **Other Community Service:** Active in charity campaigns, environmental initiatives, and non-profit projects across Nigeria and the Philippines, including youth and women's empowerment.

## **Educational Background**

Bachelors Degree in Business Administration (Management Accounting) - NCBA, Philippines

Masters Degree: Human Resource Mgt. - (Fort Jones Online Program)

Masters Degree: Public Administration -(Distance Learning - pending) NOUN, Nigeria