

Ivan Francis O. Ballente

#22 Pagaduan St., Balaybay, Castillejos, Zambales, Central Luzon, Philippines

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Birthdate: December 21, 1996



Education

Kolehiyo Ng Subic, Subic, Zambales; June 2013 - April 2017

Bachelor of Science in Business Administration Major in Operations Management

Work Experiences

Program Officer, Kabalikat Para sa Maunlad na Buhay Inc.; August 2017 – February 2022

- Conduct client research and profiling.
- Processed loan documents and reviewed financial statements to ensure system accuracy.
- Verified documentation, conducted credit checks, and analyzed repayment capacity.
- Generated reports in Excel and PowerPoint to conduct orientation.
- Analyzed the cause of the problem and resolved them.

Intellectual Property Researcher, Tundayag Intellectual Property Agents Intellectual Property Research; April 2022 – April 2023

- Communicate with internal colleagues and local and global clients via email or call.
- Update global records with accurate and consistent data.
- Perform other tasks and activities that the Management Team or leaders may assign occasionally.
- Coordinate, analyze, and process incoming correspondence relating to IP matters.
- Proactively review operational processes and actively recommend operational and process improvements.

Intellectual Property Researcher, Black Market Share LLC; Boca Raton, Florida, USA – April 2023 - September 2024

- Conduct thorough research and investigations to identify listings or websites infringing on our intellectual property.
- Utilize various online tools and platforms to search for infringing content.
- Prepare detailed reports documenting the findings and removals on a day-to-day basis.
- Draft and send DMCA takedown notices to platforms hosting infringing content (e.g., websites & social media).
- Ensure compliance with DMCA requirements for each notice.

DMCA Officer, Paper Street Media LLC; Miami, Florida, USA - September 2024 - December 2025.

- Identify high-value targets and online trends for further investigation.
- Field and file takedowns regarding trademarks and DMCA copyright violations using third-party monitoring tools, platform complaint programs, or directly via other parties' policies.
- Authenticate products and coordinate authentication with internal stakeholders as needed.
- Develop relationships with platforms and other third parties to improve efficiency in handling takedown requests.
- Help develop and manage data-driven strategies for brand enforcement, including tracking and reporting.
- Performs other duties as required or assigned.

Sales Support, Knox Roofs; Fort Myers, Florida, USA - January 2024- Present (Part time)

- Supported sales operations serving the South Florida market.
- Responded to customer inquiries and collected project details.
- Coordinated appointment scheduling, and inspection requests.
- Maintained accurate customer records, and sales notes.
- Prepared and organized sales-related documentation, and estimates.
- Tracked lead status, quote progress, and pending jobs.
- Collaborated with field teams and management.
- Improved communication flow between clients and the business.

Roofing Data Operations Associate, RoofGuard360; Fort Myers, Florida, USA - January 2024 - Present (Full time)

- Managed data operations for roof inspection workflows.
- Verified inspection details, property information, and roof conditions.
- Reviewed field reports and documentation for completeness and consistency.
- Organized large volumes of inspection and project information.
- Updated CRM and reporting tools with customer, and inspection.

- Generated status summaries and operational reports.
- Worked closely with inspection and operations staff.
- Supported process improvement initiatives.

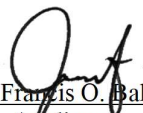
Skills

- Computer proficiency in Google Sheets and Google Docs.
- Ability to work with a very diverse workforce.
- Excellent communicator both in writing and verbally
- Strong planning and organizational skills
- Can work under pressure, manage multiple assignments simultaneously, and have excellent interpersonal skills.

Character References

Ellaiza C. Balajadia
09129951566

John Rey T. Remorin, CPA
09173170499


Ivan Francis O. Ballente
Applicant