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JAIME ZITA PAZ

+63 917 874 0206
jz@16@yahoo.com

Key Attributes

Result-driven and detail oriented professional with over 20 years of experience and reputation for effectively meeting challenging goals and objectives with unparalleled success; an organisational man with proven record of high standards of performance and productivity results both in the public and private fields. A team player capable of handling administrative and management tasks whether in a large scale organisation or with a limited number of staff.

Professional Stints

A. Public Sector

Head Executive Assistant - 2002 to October 2007

Office of the Chairman, Commission on Elections
Palacio del Gobernador, General Luna St., Intramuros Manila

General Manager - March 2001 to June 2002

Office of the President - Metro Manila Development Authority
EDSA corner Orense st., Guadalupe, Makati City

B. Private Sector

Technical & Legal Consultant - 2009 to Present

International Soli Waste Management Specialist, Inc.
1001-1002 Wilshire Plaza, Annapolis st., Green Hills
San Juan City, Metro Manila, Philippines

Technical Consultant - 2008-2009

Consul General Mary Jo Aragon
Suite 550, Equitable Plaza Building, Wilshire Boulevard,
Los Angeles CA 90010 USA

Law Partner - 1998-2000

Benjamin Abalos Law Firm
Facilities Center, Shaw Boulevard, Mandaluyong City,
Metro Manila, Philippines

Special Skills

litigation; solid waste management, road and traffic operations,
election and campaign; crisis management

Education

Bachelor of Laws, Manuel L. Quezon University
Manila, Philippines

Bachelor of Laws, Ateneo Law School
Makati City, Philippines

Bachelor of Arts - History and Political Science
De La Salle University, Manila, Philippines

Personal Data & Disclosure

February 06, 1964; married with three children

Has no pending civil, criminal or administrative case before any regular court of law, quasi-judicial body or the Ombudsman;

For Directorate of BCDA or PRA or Landbank of the Phils.