

ETHAN OWEN TARUC

GENERAL AND OPERATIONS RESUME

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Operations and administrative support with a technical background: revenue operations, data cleaning and validation, process documentation, and workflow automation.

- 300-hour Revenue Operations internship
 - Client engagements run end to end
- HubSpot Revenue Operations Certified
 - Process automation and data validation

EXPERIENCE

Revenue Operations Intern May 2026 to Jul 2026

Sprout Solutions | Mandaluyong, Metro Manila | 300-hour internship

Full-stack prototype · Data validation · Process documentation

- Built an internal full-stack prototype to support a Revenue Operations workflow as the internship final project.
- Reviewed and cleaned operational records, supported data validation, and documented recurring processes.

Co-Founder and Developer Apr 2026 to present

Keth AI | Pasig, Metro Manila

TypeScript · Next.js · PostgreSQL · Client delivery

- Build custom operational software for small businesses and educational institutions, including portals, inventory systems, POS workflows, and internal management tools.
- Translate client and institutional workflows into scoped interfaces, data structures, and delivery plans.

Bodybuilding and Nutrition Coach Jan 2026 to Jun 2026

Freelance | Hybrid, Metro Manila

- Managed a client roster end to end: intake, scheduling, progress tracking, and weekly plan adjustments.
- Explained the reasoning behind each plan so clients could make informed decisions independently.

Quality Assurance Coordinator Nov 2024 to Jan 2025, Nov 2025 to Jan 2026

Team CP | Remote, seasonal

- Reviewed digital artwork against customer requirements and wrote clear, specific revision notes.
- Coordinated approval cycles among artists, managers, and feedback teams during high-volume periods.

SELECTED WORK

Nutrition Process Automation

Completed workflow system

Google Sheets · Rule logic · Data validation

- Built a multi-sheet system that automated calculations, plan adjustments, and consistent data entry, removing repeated manual work.

The Happy Cookie Ops 2026

Delivered client system

TypeScript · Offline-first · Inventory · Bookkeeping

- Delivered a two-sided system for a bakery: a customer storefront with weekly drops and collection slots, and an ops application covering orders, payment review, bake planning, four-stage inventory, purchasing, and profit and loss.

EDUCATION

Bachelor of Science in Computer Science Aug 2023 to May 2027, expected

Ateneo de Manila University | Quezon City, Metro Manila | Enterprise Systems specialisation

Senior High School, STEM Class of 2023

Arellano University, Andres Bonifacio Campus | Graduated with Highest Honors

- Valedictorian of the Andres Bonifacio Campus Senior High School graduating class.

CREDENTIALS

Revenue Operations Certified Valid Jun 2026 to Jul 2027

HubSpot Academy

SKILLS

Operations	Data entry and validation · Record cleaning · Process documentation · Scheduling · Quality review
Tools	Google Sheets · Excel · Google Workspace · HubSpot · Canva
Technical	Spreadsheet automation · SQL · TypeScript · Python