



Edward D. Borja
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Qualifications

Greetings! I am Edward D. Borja, A competitive swimming coach and swimming teacher based in Hong Kong. I am formally applying for any position in the field of aquatics. I have worked as a professional swimming teacher and competitive swimming coach for Harrywright International, Ltd, Hong Kong for three years. This employment involved teaching and managing all grade year levels in their swimming and aquatic activities for the Canadian International School of Hong Kong. Taught and managed after-school swimming activities such as basic learn-to-swim lessons and advanced swim modules, and thoroughly experienced and exposed to toddler/infant aquatics such as parent-assisted infant and preschool lessons. Experienced in competitive swimming tasks being assigned to coach the Junior, Senior and Elite Swimming Squads for the South China Athletic Association that represent the said organization in Hong Kong Amateur Swimming Association's Division 2, Division 1 and Age Group Championship competitions. I have also represented the Hong Kong Mantas Swimming Team as coach in international level competitions. At present I am the Lead coach for three competitive squads for the swimming company namely Gold, Silver and Bronze squads. Along with coaching, I am experienced in additional administration responsibilities such as attendance monitoring, recording and filing of meet and individual results and entering and registering swimmers in the said meets with the use of the Team Manager software. Experienced in handling and managing swimming competitions when home club is host. AUSTSWIM / ASCTA registered TCS and Bronze Course completed 2013-2014 along with updated First Aid and CPR , Water Safety and AED certified by First Aid International, UK.

Former work before Hong Kong: Experienced in the training and handling swimming Teams for international competitions being a former national swimming coach and trainer. Head Coach for the Philippine National Team for the 1989 and 1991 Southeast Asian Games. Have been National Head Coach for the Philippine Swimming Team for the 1989, 1991 and 1993 ASEAN Age Group Swimming

Championships. Assistant Philippine National Swimming Coach for the 1988 Seoul, South Korea Summer Olympic Games and 1992 Atlanta, Georgia USA Summer Olympic Games. Have coached, managed and represented private swim clubs in national and international amateur swimming competitions since 1985. Head Coach for the National Capital Region for the Annual National Games for 16 years.

Authored, designed and handled the School Sports Swimming Development Program for Ateneo de Manila University, Philippines and have worked with various schools around Metro Manila and nearby provinces for Swimming Clinics that deals with Basic learn to Swim, Advance and Competitive Swimming Instructional modules.

As an Educator, finished a bachelors degree and a Masters degree in Physical Education from the University of the Philippines, have taught Physical Education on all fields of sports and health education in the following educational institutions: 2007 – 2011 School of St. Anthony, Quezon City Philippines for (5) five years, 1999 – 2007 (8) eight years in the Ateneo De Manila University, Philippines, and 1987 – 1999 (12) twelve years in Marist School Middle School Marikina, Philippines.

Have a Bachelor's Degree in Business Administration Majoring in Management from the Philippine School of Business Administration. Have also acquired a Masters Degree in Business Administration.

Have experience and background in Sporting Events Management, Sports Marketing, Strength Conditioning, Rehabilitation and Injury first aid and treatment with knowledge in sports taping. Experienced in Design and Implementation of Workout Camps, Athletic Financial Services and Sponsorships, Sports Legal and Compliance Systems, Athlete Counseling for Education and Careers, and Player Representation.

Trained and experienced in Life Saving and Water Safety and Rescue with Basic Life Support, Basic First Aid and updated CPR training with the Philippine National Red Cross Manila Chapter Year 2007 effective 2008 and 2009. International Life Saving License with CPR and AED training from First Aid International, UK 2012, 2013, 2014 and 2015.

Swimming Coaching Licenses acquired initially through the American Swimming Coaches Association Level 2 and World Swimming Coaches Association Level 2. Acquired recent Silver coaching license from ASCTA; as well as TCS and Bronze License completed 2013 and 2014.

Have been trained and exposed in public speaking and conducting group presentations and facilitated lectures on bank operation

systems. Trained and experienced with an arm of the Human Resources Department with recruitment and training of new bank personnel prior to assigning hired employees to various positions in the bank. Have also been trained and have conducted training seminars and lectures for new bank personnel on customer service workshops, team-building seminars, operation-related functions such as marketing strategies, crisis public relations, business negotiations, bank services presentations and effective presentation skills (Training the Trainers). Have been trained and exposed with applicant screening and testing, and interpretation of results for employee recruitment. Have been trained with the Job Street on-line recruitment system. Have training and experience in account management for loan processes such as package presentation to clients on financial probabilities for loan applications and their corresponding terms and conditions, repackaging schemes for negotiated term payments. Have lectured on mortgage banking / housing loans to new account officers and account officer assistants. Trained and exposed in credit investigation of prospective loan clients. Proficient in using all Microsoft Office software programs, Meet and Team Manager programs for swimming team management.

Job Experiences

Harrywright International, Ltd **2011 – 2015**
Swimming Professional
Infant and preschool aquatics HWI
Swimming Teacher of all levels from non swimmers to advanced levels, pre-squad and improver levels.
Coach – Senior Swimming Squad – South China Athletic Assn.
In School Swimming Teacher – Canadian International School of Hong Kong.

School of St. Anthony **2007 – 2011**
Lagro, Quezon City
Physical Education Teacher – Secondary Level
Head Coach – School Varsity Swimming Team
Swimming Program Moderator and Head Instructor
Coach – Ultimate Frisbee Team
Instructor – Racket Sports, Ball Games, Core Conditioning and Strength Program for athletes.

Ateneo De Manila University, QC **1999 – 2007**
Katipunan Avenue, Loyola Heights, QC

- **Swimming Program Director** – University Athletics Office
- **Head Swimming Coach** – Men and Women UAAP Swimming
- **Head Swimming Coach** – High School Boys Swimming
- **Physical Education Instructor** – Loyola Schools (College)

Miriam College **2007**
Katipunan, Quezon City

**Swimming Professional – part time Project Based Employee
Head Instructor – Summer Enrichment Program and Swim
Clinic for Basic, Advance and Competitive swimming.**

Marist Swimming Team – Marist School Mkina. 1987 – 1999
Marist School, Champagnat Ave. Marikina Hts, Marikina City
**PHYSICAL EDUCATION INSTRUCTOR – Secondary Level
Head Swimming Coach**

Quezon City Waves Swimming Team **1997 – 2008**
Amoranto Sports Complex, Roces Avenue, QC
Head Swimming Coach

Laguna hammerheads Swimming Club **2008**
Villa Segovia Estates, Balibago, Sta. Rosa City, Laguna
Head Swimming Coach

Asiaphil Manufacturing Industries, Inc. **2007 – 2008**
Pres. Quirino Ave. Extension, Paco Manila
Recruitment Officer / Human Resource Department

RCBC Savings Bank, Inc 1999 – 2001
Alfaro St. Head Office, Salcedo Village, Makati City
Loans Officer – SME and Mortgage Banking

Capitol Bank, Inc. 1997 – 1999
Pacific Place Bldg. Head Office, Pasig City / Makati Training Center
Training Officer / Facilitator / Marketing Officer

Celebrity Killer Whales Swimming Team 1988 – 1997
Capitol Hills, Old Balara, Quezon City
Head Swimming Coach

Rizal Provincial Swimming Team 1985 – 1987
Head Swimming Coach

Philippine School of Business Administration, QC 2002
Teacher – Basic Management Principles / Marketing Strategies

Educational Background

Post Graduate

Philippine School of Business Administration, Masters in Business Administration (MBA)	QC	2002
Graduated with Honors		
University of the Philippines, Diliman,	QC	2000
BS - Physical Education		
Masters in Physical Education		
Don Bosco Technical College, Mandaluyong City		1999
Industrial Drafting		

Undergraduate

Philippine School of Business Administration,	QC	1999
Bachelor of Science in Business Administration		
Major in Management		
Maryknoll College Foundation Inc.	QC	1990
AB – Business Administration		

High School

Don Bosco Technical College, Mandaluyong, MM		1984
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Elementary

La Salle Greenhills, San Juan, MM		1980
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Seminars and Trainings Attended

Seminar	Location	Date
Silver License ASCTA	Gold Coast Brisbane, Australia	May 2015
Bronze License ASCTA	Hong Kong Swimming Australia Coach Accreditation	March 2014
Teacher of Competitive Strokes SAT ASCTA Swimming conference	Hong Kong	May 2012
WSCA ASCA Level 2 and 1 Philippine Amateur Swimming Association American Swimming Coaches Association	Philippines	June 2007
Aquatic Facility Maintenance	Melbourne, Australia	Nov.22-23, 2005

(Pool Quality monitoring, Operation of aquatic facility plant and equipment, pool water maintenance, procedures in maintenance, mastery of occupational health and safety procedures based on the Public and Environment Health Act and Regulations)

Management, Banking and Finance Training

Training the Trainers Workshop	Capitol Bank
Effective Presentation Skills	Carnegie Hall
On-Line Recruitment and Ad Design	Jobstreet.com
In-depth Marketing Skills	Capitol Bank
Customer Service Workshop	Capitol Bank
Account Management in Mortgage Banking	RCBC Savings
Money Lending for SME's	RCBC Savings
Team Building Workshop	Capitol Bank
Training in Bank Systems and Operations	Capitol Bank
Corporate Mortgage Banking	
- Vazbuilt Building Systems	Yuchengco Grp.

FIRST AID AND WATER SAFETY / AED TRAINING AND LICENSING

FIRST AID/ CPR AND AED	First Aid International, UK	April 2015
FIRST AID/ CPR AND AED	First Aid International, UK	March 2014
FIRST AID/CPR AND AED	First Aid International, UK	May 2012
Basic First Aid	PNRC Manila Chapter	Jan – Feb 2007
Basic Life Support	PNRC Manila Chapter	Jan – Feb 2007
Water Safety and Life Saving	PNRC Manila Chapter	Jan – Feb 2007
Water Rescue	PNRC Manila Chapter	Jan – Feb 2007
C P R	PNRC Manila Chapter	Jan – Feb 2007

Other Swimming Coaching Training Credentials

Seminar

Current Training Trends for Performance
Diliman

Venue

University of the Phil.
Quezon City

Foundations of Coaching (WSCA 1) Manila
American Swimming Coaches Association and USA Swimming
And The Philippine Amateur Swimming Association

Stroke School Course (WSCA 2) Manila
American Swimming Coaches Association and USA Swimming and the
Philippine Amateur Swimming Association

Basic Life Support and Early Response 2007 Manila
Water Rescue 2007
Water Safety and Life Saving 2007
CPR 2007

Basic First Aid 2007
Licensing thru the Philippine National Red Cross – Manila Chapter

Coaching and Training Workshop with Manila
East Germany Coach **Lothar Matthes** for
Philippine Team preparation to the 1991 SEA Games

Coaching and Training Workshop QC
With Shanghai Head Coach **Cheng Zhi** for
Celebrity Killer Whales Swimming Team

Exercise Physiology and Treating Sports Related Injuries

Exercise Metabolism, Sports Nutrition, Strength Training
Sports Program Design for individuals and teams Quezon City
Conducted by Philippine Sports Commission accredited Sports
Therapist **Jim Saret** – Phil. Sports Exercise Physiology Association

Sports Psychology Seminar Manila
Athletic Motivation and Performance Visualization 2 seminars;
1st is by ADMU Sports Psychologist **Marissa Adviento**
2nd conducted by De La Salle University Taft Sports Psychology
Department

Swimming Coach **Credentials (1984 – present)**

Head Coach – National Capital Region Swimming Teams for 2008
Palawan and 2007 Koronadal Palarong Pambansa.

National Head Coach – Philippine Swimming Team to the 2005 Pacific
School Games, Melbourne, Australia

Swimming Program Director – Ateneo De Manila University

Head Coach – Ateneo De Manila University UAAP Men and Women

Head Coach – UAAP 2005 Champions Juniors Swimming Team Eaglets

Head Coach – Laguna Hammerheads Swimming Team

Head Coach – Quezon City Waves Swimming Team

National Swimming Coach - 1991 SEA Games, Manila

National Swimming Coach - 1989 ASEAN Age Group Swimming
Championships, Selangor Malaysia.

Head Coach - Quezon City Team for the Batang Pinoy Games (2000)

Head coach - NCR Teams to the Palarong Pambansa (1993 (Isabela),
1994 (Cebu), 1995 (Pangasinan), 1996 (Gen. San))

Head Coach – School of St. Athnony Swim Team, Lagro, QC

Head Coach - Marist School, Marikina Swimming Team

Head Coach - Celebrity Sports Plaza Killer Whales, QC

Head Coach - Rizal Provincial Swimming Team, Marikina

Character References

Lia Macoritto **liamacoritto@cdnis.edu.hk**
Representative – Early Years Teachers and Educational Assistants
Canadian International School of Hong Kong

Dra. Ines De Guzman **5805400 loc.273**

Assistant Principal for Student Affairs
High School Department
Miriam College, Inc

Ms. Doris Granada **5805400 loc.1111**

Sports Officer
Athletics Office
Miriam College, Inc.

Dra. Victoria Coralejo **09194422346**

Drectress
School of St. Anthony, Lagro, QC

Mr. Ariston Alex Torres **09177914812**

Director
Loyola Schools Physical Education Department
Ateneo de Manila University

Mr. Danilo Santos

Head Facilitator
Dale Carnegie, Inc. Makati City

Mr. Andy Apostol **3742037**

Adminstrator
Quezon City Sports Development Office
Amoranto Sports Stadium
Roces Avenue, QC

Mr. Chino Trinidad **8956483**

Commissioner
Philippine Basketball League
Makati City

Ms. Elizabeth Mascardo **5269124**

Chairman
Physical Education Program - De La Salle University