**Melba**

Nationality: Filipino

Email: [melba.147823@2freemail.com](mailto:melba.147823@2freemail.com)

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| **JOB Objective** |  | To work in your respective company as *Human Resource/Admin Staff* or any other related position where I can utilize and employ the skills I have learned and be able to share knowledge for my personal growth and for the betterment of the company. |
| **WORK EXPERIENCE** |  | **Company: EPFVET- Trading**  **Position: *Sales Representative***  **Address:** San Lucas Calabanga, Camarines Sur, Philippines  **Duration:** March 2, 2015 - April 30, 2017  **Duties and Responsibilities**   * Provide direct customer services by informing them of the products and services * Research sources in order to develop new business connections * Make cold calls to prospective clients and inform them about new products/ deals * Promote new products to walk in costumers and record orders * Explain products value and capabilities to customers * Meet individual and company sales targets   **Company: FACADE ADVERTISING**  **Position: *HR Staff***  **Address:** 1129 Brgy. Paltok Del Monte Avenue Quezon City, Philippines  **Duration:** Sept 3, 2012 to Nov. 14, 2013  **Duties and Responsibilities**   * Supports human resources department by screening and interviewing applicants * Prepare payroll of the employees * Administering employee benefit programs * Maintain human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases, tracking vacation, sick and personal time. * Orient new employees by providing orientation, reviewing company policies and other payroll information. * Documents human resources actions by completing forms, reports, logs and records. * Schedules examinations by coordinating appointments * Contributes to the team effort by accomplishing related results as needed   **Company: SUMMIT TECHNOLOGIES INCORPORATED**  **Position: *HR/Admin Staff***  **Address:** Jesseva Bldg.MT Villanueva Ave. Naga City, Philippines  **Duration:** June 17, 2011 to March 30, 2012  **Duties and Responsibilities**   * Provide payroll information by collecting time and attendance records * Coordinates to the main office; organizes events to the company * Maintain employees’ confidence and protects operations by keeping human resource information confidential. * Provide secretarial support by entering, formatting and printing information; organizing work; answering the telephone; relaying messages; maintaining equipment and supplies. * Maintains employee information by entering and updating employment and status change data. * Submit employee data reports by assembling, preparing and analyzing data. * Schedules examinations by coordinating appointments to the applicants * Welcome new employees to the organization by conducting orientation   **Company: INNOVATIONS FOR POVERTY ACTION**  **Position: *Field Interviewer***  **Address:** DMG Bldg, Peñafrancia Avenue, Naga City, Philippines  **Duration:** May to June 2011  **Duties and Responsibilities**   * Conduct interview to the respondents * Ask questions in accordance with instructions to obtain various specified information * Compile, record and encode results and data from interview or survey, using computer or specified form * Review data obtained from interview for completeness and accuracy * Explain survey objectives and procedures to interviewees and interpret survey questions to help interviewees comprehension * Locate and search the address of the respondents   **Company: Coca Cola Bottlers, Philippines**  **Position: *On the Job Trainee - HR Department***  **Address:** Naga City, Philippines  **Duration:** January to March 2011  **Company: Ateneo de Naga University**  **Position: *Encoder***  **Address:** Naga City, Philippines  **Duration:** December 2011 to January 2012 |
| **EDUCATION** |  | June to October 2016 **Special Learning Package** (Methods of Teaching) - 18 units  **Bicol State College of Applied Sciences and Technology**  Naga City, Philippines  *Tertiary* **BS Psychology**  2007- 2011 **Ateneo de Naga University**  Ateneo Avenue, Naga City, Philippines  *Secondary* **Union National High School**  2003-2007 Calabanga, Camarines Sur, Philippines  *\*Graduated as First Honorable* |
| **PROFESSIONAL/ CIVIC AFFILIATION** |  | ***Passed the Licensure Examination for Teachers*** March 26, 2017  Member Association of Psychology Students of Ateneo 2007 – 2011  Member Ateneo Student Researchers Pool 2008 – 2010  Member Ateneo Gabay Scholars 2007 – 2010 |
| **tRAININGS/****INVOLVEMENTS** |  | Participant **General Information Seminar**  Social Security System  East Ave. Diliman Quezon City, Philippines  March 8, 2013  Student Researcher/ **Participatory Rapid Appraisal**  Co-FacilitatorBrgy. Bagacay Tinambac  Camarines Sur, Philippines  November 2010  Participant **Outreach Program**  Ateneo de Naga University, Philippines  June- October 2010  Participant  **6th Bicol Region Association of Psychology Students**  Ateneo de Naga University, Philippines  January 27, 2010  Field Enumerator **A Study on Peñafrancia Devotion in Naga City**  a**nd Camarines Sur**  November 2008  Student Researcher/ **Participatory Rapid Appraisal**  Co-FacilitatorBrgy. Gabas Buhi, Cam. Sur, Philippines  October 2008  Participant **Basic Computer Course with Values Education** April-August 2004 |
| **SKILLS AND PERSONAL QUALIFICATION** |  | * Knowledgeable in Microsoft Office * Good in verbal and written communication * Highly experienced in orienting employees * Professionalism * Teamwork * Creative and can easily adapt to the environment |

I hereby certify that above information is true and correct to the best of my knowledge. Character reference/s and supporting documents will be provided upon request.

MELBA

Applicant