**LORIELYN**

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**Objective:** To get a job that would fit my qualifications and skills.

**Professional Experience**

1. **HR – Employee Relations Officer cum Admin Staff**

*(November 18, 2015 – September 20, 2016)*

 *Yuenthai Philippines Inc.*

 *Mepz 1 Pusok, Lapu-lapu City, Philippines*

**Responsibilities:**

* Monitoring the tardiness of the employees.
* Maintaining employment policies.
* Managing employment tribunal cases.
* Managing issues such as long-term absence.
* Advising the HR team in dealing with employee relations issues and maintaining good relations.
* Changes to workforce planning
* Employment contracts
* Terms and conditions of employment
* Planning Monthly Activities.
* Consulting with trade unions.

**Part – Time Work Experience**

1. **Guidance Counselor Assistant**

*(December 11, 2014 – February 6, 2015)*

 *University of Cebu – Main Campus*

 *Sanciangko Street, Cebu City, Philippines*

**Responsibilities:**

* Provides direct support service to individual students, small groups, and classrooms.
* Completes assessments, referrals, and counseling with students and families.
* Develops and maintains family outreach programs and community partnerships.
* Serves as a member of the family support team and other school based teams.
* Completes written reports as needed or as requested by Principal.
* Other duties as assigned.
* Provide direct service to students in the classroom at least once per week.
* Completes reports as required by Federal, State and local agencies.
* Conduct professional development workshop on identifying at-risk students.
* Interview students and families.
* Make oral presentations of assessments, diagnostics, home visits, and observations.
1. **Human Resource Assistant cum Admin Staff**

(October 1, 2014 – November 14, 2014)

 *Tritech Macrosystems, Inc.*

 *G/F Bayantel Building, Jakosalem Street, Cebu City, Philippines*

**Responsibilities:**

* Substantiates applicants' skills by administering and scoring tests.
* Schedules examinations by coordinating appointments.
* Welcomes new employees to the organization by conducting orientation.
* Maintains employee information by entering and updating employment and status-change data.
* Provides secretarial support by entering, formatting, and printing information; organizing work; answering the telephone; relaying messages; maintaining equipment and supplies.
* Maintains employee confidence and protects operations by keeping human resource information confidential.
* Maintains quality service by following organization standards.
* Contributes to team effort by accomplishing related results as needed.
1. **Psychologist Assistant**

*(June 30, 2014 – September 12, 2014)*

*Department of Social Work and Development - (Home for Girls)*

*Labangon, Cebu City, Philippines*

**Responsibilities:**

* Conducting clinical interview.
* Conducting one on one counselling with the client.
* Performing tests.
* Monitoring the client’s test resuts.
* Keeping the client’s records and confidentiality.
* Make clinical reports and updates to our psychologist.
1. **Psychologist Assistant**

*(June 2, 2014 – June 25, 2014)*

*Vicente Sotto Memorial Medical Centre - (Behavioural Sciences Centre)*

*B.Rodriguez Street, Cebu City, Philippines*

**Responsibilities:**

* Assisting the clients.
* Clinical interview of the clients.
* Conducting Developmental Program to the clients.
* Monitoring the clients results and records.
* Keeping the results private.
* Make clinical reports and updates to the psychologist.

**Trainings and Seminars**

 **LEADERSHIP FORUM AND YOUTH LEADER’S TRAINING**

 Auditorium, Bible Baptist Church

 Katipunan, Labangon Cebu City, Philippines

 June 12, 2015

**I-WITNESS: UNDERSTANDING FORENSIC PSYCHOLOGY**

Mass Comm Theatre, Cebu Institute of Technology – University

N. Bacalso Avenue, Cebu City, Philippines

January 30, 2015

**WHAT’S IN FOR 2015: A SEMINAR ON THE TRENDS OF I/O**

**PSYCHOLOGY**

Mass Comm Theatre, Cebu Institute of Technology – University

N. Bacalso Avenue, Cebu City, Philippines

February 28, 2015

**BUILDING WEALTH WITH STOCKS: BASICS OF STOCK INVESTMENT**

Mass Comm Theatre, Cebu Institute of Technology – University

N. Bacalso Avenue, Cebu City, Philippines

September 6, 2014

**END VIOLENCE AGAINST WOMEN NOW!**

Mass Comm Theatre, Cebu Institute of Technology – University

N. Bacalso Avenue, Cebu City, Philippines

October 11, 2014

 **RAISING THE BAR: GEARING TOWARDS CORPO – REALITY**

Mass Comm Theatre, Cebu Institute of Technology – University

N. Bacalso Avenue, Cebu City, Philippines

July 2014

**Educational Background**

**Tertiary**

BS Psychology- October 2015

Cebu Institute of Technology – University

N. Bacalso Avenue, Cebu City, Philippines

2011 – 2015

**Secondary**

2007-2011

Abellana National School

Osmeṅa Blvd., Cebu City, Philippines

**Primary**

2003 – 2007

City Central School

P. Del Rosario, Cebu City, Philippines

**Personal Data**

**Age:** 22 years old

**Gender:** Female

**Civil Status:** Single

**Skills**

* Good communication skills
* Can work under pressure
* Educational Technology Skilled (MS Office)
* Computer Knowledge