

**LASHLEY LOIS Q. MONREAL**

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056 - 3235166

**OBJECTIVE**

To obtain a position where I can develop knowledge acquired and further heighten my career and personal growth.

**EDUCATION and AFFILIATIONS**

**Bachelor of Science in Business Administration**

**Major in Business Management, 2015**

LYCEUM OF THE PHILIPPINES UNIVERSITY

Philippines, Manila

**Academic Scholar/Dean’s Lister**

4th year S.Y. 2014-2015

**EMPLOYMENT HISTORY**

**Recruitment Officer I Union Motor Corporation, Mitsubishi Otis, Philippines**

Sept 2014 – March 2015

* Worked closely with hiring managers to determine staffing needs.
* Sourced candidates, reviewed resumes and assessed candidates’ suitability for positions.
* Conducted preliminary interviews and reference checks; coordinated schedules and logistics for interviews.
* Prepared job descriptions.
* Developed systems and pipelines to meet future staffing needs.
* Maintained and managed recruitment database and files.
* Perform other duties as assigned.

**Administrative Executive I Union Motor Corporation, Mitsubishi Otis, Philippines**

Sept 2014 – March 2015

* Track accurate leave, sick leave, absence records of the department members.
* Provide word processing, data entry, administrative and clerical support to all Project Management Team Members consisting of 18 staff.

# SKILLS

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* Knowledgeable in MS Office (MS Word, MS Excel, PowerPoint, MS Outlook,
* Familiar with administrative and clerical tasks.

**PERSONAL BACKGROUND**

*Birthday:* January 10, 1995

*Age:* 21 years old

*Nationality:* Filipino

*Civil Status:* Single

*Visa Status:* Long Term Visit Visa (3 months)