**OBJECTIVE**

Looking for a dynamic role in a fast paced Human Resource environment where I can utilize my strong analytical, Resource management and communication skills/experience to achieve the best Human resource practice in an organization.

I am a motivated individual, who believes in teamwork and would like to utilize these fortes to deliver, learn and finally be at a leading management position in the organization.

**WORK EXPERIENCE**

**Rustan Marketing Specialists, Inc. – Marks & Spencer, TWG Tea, Debenhams, SaladStop!, Oliviers & Co.**

Makati City, Philippines

**Human Resources Department - Recruitment Human Resources Staff**

September 2014 to January 2016

**Job skills/Responsibilities:**

-Proficiency in end-to-end management of recruitment process -Experience in prescreening interview applicants for diverse job profiles

-Operational assurance of accurate and complete recruitment and selection guidelines and procedures

-Coordinating with various cross-functional department heads in order to identify the appropriate resource requirement -Hands on with conducting examinations for applicants after successful initial interview ***(Aptitude and personality tests)*** -Performing resource assessment to predict and timeline the future performance of employees ***(Cognitive and Personality***

***Assesment)***

-Judge and analyze the knowledge, skills and experiences of candidates

-Coordinating with various employment services, recruitment agencies, posts ads in magazines, local newspapers and internet portals

-Scanning and reviewing multiple resumes

-Attending job and career fairs (in-house and mega job fairs) -Creating operation reports like daily turn out reports of applicants

-Staffing and monitors manpower(Manila and Provincial: Warehousemen, Drivers, Production Crew, Sales Consultant) -Coordinating background check and verification

-Follows-up requirements needed for those who passed the final interview – the future employees

-Resource interaction for coordinating interview schedules to Jobstreet applicants and other possible applicants via call, text and or e-mail.

**EDUCATION**



|  |  |
| --- | --- |
| 2009-2014 | CENTRO ESCOLAR UNIVERSITY – MANILA |
|  | Bachelor of Science in Psychology |
| 2005-2009 | CAGAYAN VALLEY CHRISTIAN LEADING SCHOOL |
|  | 3rd Honorable Mention |
|  | Most Neat |
| 1999-2005 | CAGAYAN VALLEY CHRISTIAN LEADING SCHOOL |

Most Neat

**SKILSS**

1. Proficient with the following:
	* MS Word
	* MS PowerPoint
	* MS Excel
	* Mail services

o Excellent communication skills both written and oral o Excellent analytical skills

o Have good people skills and comfortable working in a team o Confident, persistent and flexible

o Professional, approachable and pleasant demeanor o Discreet, fair but tactful and firm

**PERSONAL PROFILE**



|  |  |  |
| --- | --- | --- |
| Date of Birth | : | July 18, 1993 |
| Gender | : | Female |
| Age | : | 22 |
| Height | : | 5’6 ft. |
| Weight | : | 53 kg |
| Civil Status | : | Single |
| Citizenship | : | Filipino |
| VISA | : | Tourist VISA |

**CERTIFICATIONS**

**Technical Education and Skills Development Authority (TESDA) – Region 02**

Bread and Pastry Production NC II Assessment Result: Competent April 6, 2015 to April 30, 2015

**TRAININGS AND SEMINARS**

**United Laboratories, Inc.**

Human Resources

Intern

March to May 2014

**Emilio Aguinaldo College**

Guidance and Counseling

Intern

November to February 2014

**Divine Mercy The Home That Cares Inc.**

Psychiatric, Custodial and Rehabilitation

Intern

January to March 2014

**The EdukCircle Convention on Social Media “Cyber Journalism and Psychology of Social Media”**

The EdukCircle International Center for Communication Studies February 23, 2013

**“Communicating Psychological Assessment Results”**

National Center for Mental Health November 12, 2012

**B.S. Psychology Junior Field Immersion**

Elsie Gatches Village, Sanctuary Welfare Ville and National Center for Mental Health

January 16, 2013

**Workshop on Practical Management Tools for Career Development and Planning “Career Management: Skillful Planning & High Potentiality Development”**

Centro Escolar University – Manila January 21, 2013

**24th Job Hunting Seminar “Career Dynamics of the 21st Century: New Ways of Thinking and New Ways of Working for better Job Opportunities”**

Centro Escolar University – Manila October 16, 2013

**INTERESTS**

Photography, Arts, Music, Poems, Designing, Baking, Travelling, Writing, Running, Swimming, Buying and Selling

**First Name of Application CV No:** **1670196**

Whatsapp Mobile: +971504753686

