**Anna Margarita D. Guevarra**

**PERSONAL DATA:**

Nationality: Filipino

Birth date: Feb. 22, 1992

Civil Status: Single

Age: 24

**BS in Business Administration Major in Human Resource Development Management**

**Work History**

2014-2016 **HR Assistant**

 First Philippine Industrial Park

 Provide responsibilities and focused on helping HR

 directors and managers accomplish HR-related

 tasks. Involves documenting grievances,

 terminations, absences, performance reports, and

 compensation and benefits information. Also often

 involved in recruiting, hiring, and training new

 employees.

2012-2014 **Administrative Assistant (Government Employee)**

 Municipality of Sto. Tomas

 Provide administrative support to ensure that Municipal operations are maintained in an effective, up to date and accurate manner. Maintain confidential records and files, records of decisions, arrange for payment of honorariums, and assist with the preparation of motions policies and procedures.

**Education**

2008-2012 **BS in Business Administration Major in Human Resource Development and Management**

 La Consolacion College of Tanauan

 Tanauan City, Batangas, Philippines

2004-2008 **San Pedro National High School**

 San Pedro, Sto. Tomas Batangas, Philippines

1998-2004 **Sta. Elena Elementary School**

 Sta. Elena Sto. Tomas Batangas, Philippines

**Trainings and Seminars**

* May 9-13, 2016 **Business Strategic Management**

Highlands Hotel

Tagaytay City, Cavite

* Feb 15-17, 2016 **Fundamentals of Human Resources Management**

FPIP AVR Room

First Philippine Industrial Park, Sta. Anastacia, Sto. Tomas, Batangas, Philippines

* Sept. 28, 2015 **Developing Executive Leadership Program**

FPIP AVR Room

First Philippine Industrial Park, Sta. Anastacia, Sto. Tomas, Batangas, Philippines

* Aug. 4-15, 2014 **Roll-Out Training on the Conduct of Family**

 **Development Session**

Municipal AVR Room

 Municipality of Sto. Tomas, Batangas

* June 23- 28, 2014 **Roll-Out Training on the Use of Enhanced**

 **Family Development Session Manual**

Cloud 9 Antipolo Hotel

 Antipolo City, Rizal

* Sept. 17- 20, 2013 **Program Orientation for LGU Link**

Tagaytay Haven Hotel

Tagaytay City, Cavite

* Sept. 3, 2012 **The Anatomy of an Entrepreneur**

LCCT Audio Visual Room

Tanauan City, Batangas

 **Skills**

* Knowledgeable in MS Office Word, PowerPoint, Excel, Outlook.
* Excellent in English oral or written.
* Flexible, hardworking and trustworthy.

**Job Seeker First Name / CV No: 1836792**

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