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**SARAH JANE**

[**Sarajane.308045@2freemail.com**](mailto:Sarajane.308045@2freemail.com)

1. **PRESENT POSITION : Human Resource Associate**

**The Oriental Hotel and Resorts**

**Legazpi City**

**December 31, 2015-PRESENT**

1. **POSITION APPLIED FOR : Office Staff/Secretary**
2. **GENDER : Female**
3. **NATIONALITY : Filipino**
4. **PLACE OF BIRTH : Aguada Norte Magallanes Sorsogon**
5. **DATE OF BIRTH : February 11, 1991**
6. **EDUCATIONAL**

**BACKGROUND : Bicol University**

**AB Social Work (2008-2009)**

**Business Economics and Management Major in Human Resource Development Management (2009-2012)**

1. **SPECIALIZATIONS : Personality Development, Principles of**

**management, Recruitment &Selection,**

**Training & Development**

1. **WORK EXPERIENCES : LKY Inc.**

**The Oriental Hotels and Resorts**

**Legazpi City**

**December 31, 2015-PRESENT**

1. **Recruitment**
2. Coordinates with HR Manager/HO in charge of Manpower planning on Hotel’s manpower requirements based on the approved budget.
3. Maintains a systematic file/bank of applicants for easy retrieval.
4. Handles external, internal and inter-Hotel group recruitment of staff should there be any vacancy.
5. Conducts psychological and/or other required examinations and prepares individual profiles of applicants.
6. Screens, interviews and establishes applicant’s suitability against specifications given by the user department.
7. Reviews employment test results and submits reports on the same for approval of the HR Manager prior to sending applicants to user department.
8. Monitors results of pre-employment medical examinations and inform the HR Manager of such.
9. Explains terms and conditions of employment to the successful candidate after the person has fully satisfactorily complied with both the medical examinations and reference checks after seeking approval of the HR Manager.
10. Coordinates closely with various recruitment agencies, schools, colleges and universities to ensure that there is adequate supply of labor for the Hotel. Attends job fairs, if necessary, and maintains an adequate file of active applicants at all times.
11. Reviews background/reference checks on prospective employees through telephone or by mail using the standard Hotel reference check forms.
12. Prepares Contract of Employment for direct hire employee and other necessary documents of chosen candidates for any position in the Hotel for approval of the HR Manager.
13. Prepares regret letters for candidates who did not meet the Hotel’s requirements
14. Conducts psychological test, interviews and establishes applicant’s suitability for incoming practicum/trainee.
15. Performs initial interview and recommendation for incoming casual staff of F&B Banquet Service and Housekeeping departments.
16. Maintains and updates 201 files of level 3-5.
17. Prepares ID for regular employees.
18. Prepares nameplates for regular employees.
19. Ensures all confidential matters, and documentation remain secure and safe at all times.
20. **Appraisals**
21. Facilitates the issuance of probationary Performance Appraisal forms for newly hired employees and ensures that all accomplished forms are forwarded to the HR Manager for proper action and filing. Monitors the Performance Appraisal ratings and immediately informs the HR Manager regarding failure of employees.
22. Prepares and issues congratulatory letters to employees who passed their probationary employment
23. **General**
24. Maintains documents/files under his area of jurisdiction and ensures that these are updated.
25. Actively participates in Hotel activities such as, but not limited to the following: Performance Monitor Presentation, Staff Day, Fire drills, Hotel anniversary, Social and Sports Activities, etc.
26. Maintains professional business confidentiality on all matters and information.
27. Maintains the highest standard of professionalism, ethics and attitude towards all Hotel employees, Department Heads, guests, etc.
28. Establishes and maintains effective employee relations at all times.
29. Coordinates with the HR Manager on matters relating to orientation and induction of new employees.
30. Gives feedback to the HR Manager on employee morale, activities, issues, concerns and other potential problems of employees.
31. Assists other staff of the Human Resources Department when the need arises.
32. Active involvement in the protection of the environment. Reduces consumption of consumables (electricity, gas, water, supplies, etc.), re-use and re-cycle whenever possible. Disposes of waste in accordance with established guidelines for waste segregation.
33. Be familiar and abides by the requirements of the Hotel’s environment management system (EMS).
34. Performs other assignments that may be directed by the HR Manager.
35. Performs all other duties and responsibilities as deemed necessary by Management.

**Department of Education**

**Schools Division Office**

**Legazpi City**

**January 12, 2012-June 11, 2015**

Duties & Responsibilities:

* Performed duties with the use of computer, typewriter and calculator.
* Prepares various statistical forms. Sorts forms and letters of dissemination to the public and private schools
* Reviewed/Validated data on various forms and other reports/profiles submitted by the public and private schools
* Consolidated statistical data submitted by districts/schools
* Records reports/data /profiles submitted by the public and private schools
* Maintained folders (soft copy) of the downloaded data.
* Maintains and upkeep of the data and Equipment assigned in the workplace and storage of the documents.
* Records and File Reports of School Heads.
* File Authority to Travels and Endorsements.
* File Documents, Reports, and Communication from/on DepED
* Central/Regional Office, Administration and Supervision, Staff Development, Student Development, Programs and Projects, Physical Facilities, SDS, Local School Board, and In-service Trainings.
* Keeps the Documents/Papers of all Non-Teaching Applicants and Teacher-Applicants for transfer.
* Encodes Official Communication and Memoranda.
* Receive Calls.
* Does tasks as directed by the SDS.

**On the Job Traning**

**Social Security System**

**Legazpi, City Branch**

1. **CORE STRENGTH : Advance computer literate**

**Adaptable to the nature of any given tasks**

**Time management skills & Staff Training/Development**

1. **SEMINAR, CONFERENCE, WORKSHOPS ATTENDED& OTHERS:**

**PARTICIPATED IN THE FORUM ON K TO 12 CURRICULUM AND SENIOR HIGH SCHOOL IMPLEMENTATION IN SCHOOLS DIVISION OFFICE OF LEGAZPI CITY (APRIL 23, 2015)ALBAY CENTRAL SCHOOL, SOCIAL HALL**

**PARTICIPATION IN THE DIVISION ROLL-OUT OF THE RESULT-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS) (AUGUST 18-19, 2014) LEGAZPI CITY HIGH SCHOOL/BITANO ELEMENTARY SCHOOL, LEGAZPI CITY**

**MEMBER OF THE TRAINING MANAGEMENT DURING THE MASS TRAINING OF GRADE 3 TEACHERS ON K TO 12 BASIC EDUCATION CURRICULUM (MAY 25-29, 2014) BETHLEHEM, SOGOD, BACACAY, ALBAY**

**PARTICIPATED IN THE LEGAZPI TECHNOLOGY UPDATE (MAY 27, 2014) LA PIAZZA HOTEL, LEGAZPI CITY**

**FACILITATOR DURING THE MASS TRAINING FOR GRADE 2 TEACHERS ON THE K TO 12 BASIC EDUCATION PROGRAM (MAY 27-31 2013) AMOR FARM RESORT, DANCALAN, DONSOL, SORSOGON**

**CONVERGENCE AND JOINT-ACTION MEETING OF STAKEHOLDERS (FEBRUARY 4-5, 2013) SAGRADA FAMILIA, BOGTONG, LEGAZPI CITY**

**VALIDATION AND RE-ORIENTATION OF LEGAZPI CITY DIVISION LGU-PAID TEACHERS AND EMPLOYEES (JANUARY 04, 2013) BAGUMBAYAN CENTRAL SCHOOL, LEGAZPI CITY**

**HR AWARDS 2011**

**(SEPTEMBER 23, 2011)BICOL UNIVERSITY-CBEM**

**SYMPOSIUM ON COLLECTIVE BARGAINING AND LABOR RELATIONS (AUGUST 19, 2010) BICOL UNIVERSITY-CBEM**

**BASIC AWARENESS ORIENTATION SEMINAR ON R.A 9208(ANTI TRAFFICKING IN PERSONS ACT OF 2003) (SEPTEMBER 11-12, 2008)**

**BICOL UNIVERSITY, DARAGA ALBAY**

**SOCIAL WORK CONGRESS 2008 ALIGNING STUDENT LEADERSHIP FOR THE GLOBALIZED WORLD (JAN.31-FEB.02, 2008) BACACAY, ALBAY**

**I certify that the above information’s are true and correct in the best of my knowledge.**

**SARAH JANE**

**APPLICANT**