**jer**

LIANNE

[LIANNE.320692@2freemail.com](mailto:LIANNE.320692@2freemail.com)

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**EXECUTIVE SUMMARY**

Certified HR Assistant/Admin professional offering a year of experience involving recruiting, screening and handle employee relations.

Computer literate and proficient in Microsoft Office applications such as MS Word, Excel, PowerPoint, Outlook and other. Excellent communication / interpersonal skills, hardworking and determined. Flexible to different situation and has the ability to extend working hours. Positive attitude, self-motivated, detail oriented and adaptability to work under pressure.

**WORK EXPERIENCE**

**Marajo Group of Companies**

Taguig City, Philippines

**Human Resource Assistant/Administration**

July 31 2014- July 16, 2015

Duties and Responsibilities:

* Creating and distributing documents.
* Provide candidates with company information.
* Schedule exams for candidates
* Welcome new employees to the company.
* Develop and assist in implementing orientation programs for new hires
* Setting appointments and arranging meetings.
* Maintaining calendars of HR management team.
* Compiling reports and documents.
* Providing customer service to organization employees.
* Monitoring company vehicles.
* Posting job ads and organizing resumes and job application.
* Ensuring CEO’s bills will be settled on time.
* Creating company organizational chart.
* Provide administrative support by maintain employee records and performing data entry duties

**Clark International Airport**

Angeles City, Philippines

**Human Resource Intern**

June – November 2012

Duties and Responsibilities:

* Made telephone calls to candidates and provided information on date and place of interviews
* Followed-up with candidates to ensure their presence on the day and time of interview.
* Managed candidates information files and resumes.
* Participating in recruitment efforts.
* Preparing new employee files.
* Typed and dispatched correspondence.
* Performed photo copying and scanning duties.
* Scheduling job interviews and assisting in interview process.
* Reporting requirements and documentation of employees

**EDUCATIONAL ATTAINMENT**

Secondary: 2005 –2009: Upper Darby High School

Pennsylvania, USA

Tertiary: 2009 –2013: Bachelor of Science in Business Administration

Major in Human Resource Management

Batangas State University, Philippines

**SEMINARS ATTENDED**

**Values Formation** Batangas State UniversityFebruary 19, 2012

**Seminar** ARASOF Nasugbu

Nasugbu, Batangas

**Cashflow 101 Seminar** Batangas State University October 2012

**Workshop**  ARASOF Nasugbu

Nasugbu, Batangas

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| **“The Current Trends**  **And Issues in Human**  **Resource Management”**  **Personal Background**  **Age:** 24 years old  **Sex:** Female  **Status:** Single  **Weight:** 53kg  **Height:** 166cm | Batangas State University  ARASOF Nasugbu  Nasugbu, Batangas | October 5, 2011 |
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