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**GIANINA**

[**GIANINA.330443@2freemail.com**](mailto:GIANINA.330443@2freemail.com)

**CAREER OBJECTIVE:**

Human Resource Generalist, and or Business Partner

**CORE COMPETENCIES:**

* Teamwork ● Integrity
* Reliability ● Adaptability

**PROFESSIONAL EXPERIENCE:**

**Makati Development Corporation (MDC)**

*Project Human Resource Associate, April 2015 – September 30, 2016*

* Supervise and strictly implements company policies and guidelines
* Labor Relations and Employee Relations
* Ensures completeness of personnel records in the project
* Formulates project specific guidelines and ensure order in the project
* Ensures the accuracy of payroll, time and attendance reports
* Formulates and implements spend management programs
* Hiring and sourcing

**GreatEnglish Corporation (QQEnglish)**

*Human Resource Admin Officer, December 2012 – April 2015*

* Hiring and recruitment
* Validate Payroll and Timekeeping
* Ensures implementation of company policies and guidelines
* Contract Management
* Labor and Employee Relations

**Conmax, Inc./Nekenhomes, Inc.**

*Human Resource Officer, July 2010 – December 2012*

* Hiring and selection
* Payroll processes
* Labor and employee relations
* Ensures implementation of company policies and guidelines

**Asian Marine Transport Corporation (Super Shuttle Ferry)**

*HR Assistant, November 2009 – July 2010*

* Manning and Pooling of Applicants
* Timekeeping
* Update of 201 file

**EDUCATION:**

**University of Cebu**

AB Psychology major in Industrial Psychology

March 2009

**SEMINARS AND TRAININGS**

* The advanced Human Resource Management Seminar – Workshop
* EHS 101 (internal)
* Role of LMC in DOLE-RCC Convergence of Programs

**ADDITIONAL SKILLS:**

* Computer Literate
* Good communication skills

**PERSONAL PROFILE:**

* Date of Birth : May 10, 1985
* Place of Birth : Manila
* Civil Status : Single
* Religion : Roman Catholic