**ANA**

[**ANA.336525@2freemail.com**](mailto:ANA.336525@2freemail.com)

**PROFESSIONAL EXPERIENCES**

**PALM BEACH REALTY & DEVELOPMENT CORP.**

Don Jesus Blvd. Alabang Hills Village

Alabang, Muntinlupa City

January 21, 2016 - Present

Position: **HR Officer**

**MIROF RESOURCES INC.**

Brgy. 3 Tanauan City, Batangas

Position: **HR Officer**

Sept. 1, 2014 – January 15, 2016

**Carmona Fullforce Man power Co., Ltd.**

Brgy. Maduya, Carmona, Cavite

July 26, 2010 – Aug. 31, 2014

Position: **Sr. HR Officer**

**GLOBAL INFOQUEST INC.**

Columbia Tower, Ortigas City

August 1, 2008 – July 25, 2010

**Position: HR Analyst**

**GMA WATER DISTRICT**

128 Cong. Rd. Pob. 2 GMA, Cavite

August 9, 2004 – September 30, 2008

**Position: Industrial Relations Dev’t. Mgnt. Asst.**

**GMA WATER DISTRICT**

128 Cong. Rd. Pob. 2 GMA, Cavite

November 23, 2003 – August 8, 2004

**Position: Secretary**

**BLUCHEM MANUFACTURING CORP.**

Don Jesus Blvd. Alabang Hills Village

Alabang, Muntinlupa City

March 31, 2003 – October 30, 2003

**Position: Personnel Staff**

**NIDEC PHILIPPINES CORP.**

Laguna Technopark, Biñan, Laguna

November 19, 2002 – March 20, 2003

**Position: Inspector / Incoming Quality Assurance**

**TIBAYAN GROUP INVESTMENT CO., INC.**

TGICI Common Goal Tower, Madrigal Business Park

Ayala Alabang, Alabang, Muntinlupa City

June 7, 2002 – October 16, 2002

**Position: Admin. Assistant**

**HOUSING & URBAN DEV’T. COORDINATING COUNCIL**

6th Floor Atrium Bldg. Makati Avenue, Makati City

November 2001 – January 2002

**Position: Personnel Staff** (On-the-job Training)

|  |  |
| --- | --- |
| **TRAININGS/SEMINARS** | |
| **Date** | **Topic/Course Title** |
| Jul 30, 2013- Jul 31, 2013 | Leadership & Values Re-Orientation Seminar PCLEDO Carmona, Cavite |
| May 30, 2013- Jun 6, 2013 | Seminar on Cooperative Management and Good Governance PCLEDO Trece Martirez City, Cavite |
| Mar 1, 2013- Mar 1, 2013 | PAG-IBIG AND SSS Seminar Pag-ibig and SSS Carmona, Cavite |
| Feb 21, 2013- Feb 22, 2013 | Basic Cooperative Course Provincial Cooperative, Livelihood & Entrepreneurial Development Council Trece Martirez City, Cavite |
| Oct 20, 2012- Oct 20, 2012 | Level Up Your Career, Achieve A Winning Personality Carmona Fullforce Manpower Co., Ltd & CFM Multi-Purpose Cooperative Carmona, Cavite |
| May 12, 2012- May 12, 2012 | New Wage Order 15-A Orientation Seminar Deparment of Labor and Employment Region IV-A Carmona, Cavite |
| Apr 13, 2012- Apr 13, 2012 | Cavite Tripartite Industrial Peace Council (CTIPC) Orientation on Department Order No. 18-A Department of Labor & Management-Cavite Tripartite Industrial Peace Council Carmona, Cavite |
| Apr 5, 2012- Apr 8, 2012 | Team Building Seminar Carmona Fullforce Manpower Co., Ltd & CFM Multi-Purpose Cooperative Maniwaya Island, Sta. Cruz, Marinduque |
| Nov 29, 2011- Nov 29, 2011 | Employer's Forum on PHILHEALTH'S New Case Rates, No Balance Billing Philhealth Carmona, Cavite |
| Jul 24, 2007- Jul 25, 2007 | Journey to Personal Mastery in Achieving Milestone GMA Water District GMA, Cavite |
| May 3, 2006- May 5, 2006 | Annual Conference of the Regional Council of Personnel/Administrative Officers (RCPO) Human Resource Management Practitioners-Moving Ahead Towards Good Governance Civil Service Commision Puerto Princesa City, Palawan |
| Sep 26, 2005- Sep 28, 2005 | Public Service Ethics & Accountability Civil Service Commision GMA, Cavite |
| Aug 11, 2005- Aug 12, 2005 | Seminar-Workshop on the Revised Policies on Personnel Inspection & Audit & the Civil Service Commission Agency Accrediatation Program (CSCAAP) Civil Service Commision Tagaytay CIty |
| Apr 19, 2005- Apr 21, 2005 | Annual Conference of the Regional Council of Personnel Officers (RCPO) region IV Civil Service Commision Batangas City |
| Feb 17, 2005- Apr 4, 2005 | Distance Learning Program on the Rules of Conduct & Ethical Behavior in the Civil Service Civil Service Commision GMA, Cavite |
| Aug 13, 2004- Aug 15, 2004 | Values Orientation Program Civil Service Commision Tagaytay CIty |
|  | |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**EDUCATIONAL BACKGROUND**

**Bachelor of Science in Business Administation**

**Major in Personnel Management**

De La Salle University- Dasmariñas, Cavite

1998 – 2002

**PERSONAL DATA**

Age : 34 yrs. old

Date of Birth : April 1, 1982

Place of Birth : GMA, Cavite

Religion : Catholic

Status : Married