**ANA**

**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 SeminarPCLEDO Carmona, Cavite |
| May 30, 2013- Jun 6, 2013  | Seminar on Cooperative Management and Good GovernancePCLEDOTrece Martirez City, Cavite  |
| Mar 1, 2013- Mar 1, 2013  | PAG-IBIG AND SSS SeminarPag-ibig and SSSCarmona, Cavite  |
| Feb 21, 2013- Feb 22, 2013  | Basic Cooperative CourseProvincial Cooperative, Livelihood & Entrepreneurial Development CouncilTrece Martirez City, Cavite  |
| Oct 20, 2012- Oct 20, 2012  | Level Up Your Career, Achieve A Winning PersonalityCarmona Fullforce Manpower Co., Ltd & CFM Multi-Purpose CooperativeCarmona, Cavite  |
| May 12, 2012- May 12, 2012  | New Wage Order 15-A Orientation SeminarDeparment of Labor and Employment Region IV-ACarmona, Cavite  |
| Apr 13, 2012- Apr 13, 2012  | Cavite Tripartite Industrial Peace Council (CTIPC) Orientation on Department Order No. 18-ADepartment of Labor & Management-Cavite Tripartite Industrial Peace CouncilCarmona, Cavite  |
| Apr 5, 2012- Apr 8, 2012  | Team Building SeminarCarmona Fullforce Manpower Co., Ltd & CFM Multi-Purpose CooperativeManiwaya Island, Sta. Cruz, Marinduque  |
| Nov 29, 2011- Nov 29, 2011  | Employer's Forum on PHILHEALTH'S New Case Rates, No Balance BillingPhilhealthCarmona, Cavite  |
| Jul 24, 2007- Jul 25, 2007  | Journey to Personal Mastery in Achieving MilestoneGMA Water DistrictGMA, 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 GovernanceCivil Service CommisionPuerto Princesa City, Palawan  |
| Sep 26, 2005- Sep 28, 2005  | Public Service Ethics & AccountabilityCivil Service CommisionGMA, 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 CommisionTagaytay CIty  |
| Apr 19, 2005- Apr 21, 2005  | Annual Conference of the Regional Council of Personnel Officers (RCPO) region IVCivil Service CommisionBatangas City  |
| Feb 17, 2005- Apr 4, 2005  | Distance Learning Program on the Rules of Conduct & Ethical Behavior in the Civil ServiceCivil Service CommisionGMA, Cavite  |
| Aug 13, 2004- Aug 15, 2004  | Values Orientation ProgramCivil Service CommisionTagaytay 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