Golda

Golda.336651@2freemail.com

**PERSONAL INFORMATION**

* An energetic, ambitious, results-driven individual who has developed a mature and responsible approach to any tasks undertaken. A team player with a proven track record of exceeding performance expectations, remaining customer focused and adhering to budgets and timelines. Strong strategic vision and ability to bring about fundamental changes needed for an efficient and effective organizational performance.
* **Certified Industrial/Organizational Psychologist (CSIOP)** given by the Psychological Association of the Philippines
* **Registered Psychologist & Psychometrician** given by the ***Professional Regulatory Commission***
* **Results-oriented Director of Research,** design, writing and conduct of researches that concentrated on Industry-related issues and organizational behavior, presentation in national and international fora and publication of researches, article editing of researches from reputable journals.
* **Team-player HR Consultant,** including experience in employee recruitment and retention, staff development, benefits and compensation, HR records management, HR policies development, training needs analysis, design and implementation of organizational development framework

**hr skills**

|  |  |  |
| --- | --- | --- |
| * HR Department Startup
* HR Policies & Procedures
* Orientation and On-boarding
 | * Staff Recruitment & Retention
* Employee Relations
* HRIS technologies
 | * Training & Development
* Performance Management
* Organizational development programs
 |

**RESEARCH SKILLS**

|  |  |  |
| --- | --- | --- |
| * Report Writing
* Data analysis
 | * Project Management
* Framework Design
 | * Data Collection Techniques
* Data Validation
 |

**Professional Experience**

**3mdg publishing center, Makati City, Philippines**

*Publishes educational books from basic education to graduate programs*

**HR Consultant,** 2015- present

Worked with senior management to craft and implement HR policies and procedures; recruit employees; develop orientation, training and incentive programs. Manage leave-of-absence programs and personnel records; administer benefits enrollment and programs and full compliance with HR budget.

***Key Results:***

* Spearheaded the creation of HR framework for the whole company
* Played a key role in ensuring the successful launch of the Human Resource Information Systems that includes records managements of all employees, benefits, compensation and payroll systems, individual accounts of employees, timekeeping monitoring module.
* Wrote employee manual covering issues including disciplinary procedures, code of conduct, policy and benefits information.
* Introduced company’s first formal performance review program, creating a flexible and well-received tool that was later adopted company-wide.
* Created the job descriptions of all the identified posts in the company that served as basis for the job evaluation procedures.

**university of santo tomas, Manila, Philippines**

*A four century old Royal and Pontifical University in Asia*

**Faculty, Graduate School** *(Human Resource Management Cluster),* 2012- present

**ST. SCHOLASTICA’S COLLEGE, Manila, Philippines**

*A century old Women’s College*

**Faculty (Psychology and Graduate School),** 2014-present

**Colegio De San Juan De Letran, Manila, Philippines**

*A four-century old academic institution that produced heroes and saints*

**Institutional Research Director,** 2007-2015

**Faculty (Psychology and Graduate School),** 2007-2015

**Program Chairman (Psychology),** 2009-2012

Spearheaded the creation and launching of a comprehensive, nationally competitive presentation and publication policies and procedures of research; Training of faculty and students in writing researches.

***Key Results:***

* Mapped and designed the research plan of the institution to produce scholarly publishable researches.
* Designed, developed and implemented a comprehensive research program for the undergraduate and graduate programs of the institution.
* Played a key role in the start-up activities of paper presentations in national and international fora
* Trained 20 faculty members of both undergraduate and graduate programs on research writing and international publications.
* Pushed for the creation of a research facility with all the needed database journals for a conducive intellectual and research growth among faculty and students.
* Promoted and facilitated collaborative and interdisciplinary research in areas related to the priority areas and topics of the institution.
* Developed networks between the research center and researchers in the field in the private and public sectors, nationally and internationally.

**ST. JUDE COLLEGE, Manila Philippines**

**Program Chairman** – Psychology and Philosophy, 2006-2007

 In-charge of student recruitment for the program, career talks, design of curriculum, orientation and performance assessment of new hire faculty members.

**PHILIPPINE STATESMAN COLLEGE- Cabanatuan City, Philippines**

**Assistant Principal,** 2001-2003

Ensures that the school program is compatible with the organizational structure of the institution. Provides activities for the professional growth of the teachers. Monitors the implementation of instructional objectives.

**Education & Certifications**

UNIVERSITY OF SANTO TOMAS, Manila, Philippines

**Doctor of Philosophy major in Psychology** (***Magna Cum Laude***), 2011

**Master of Arts in Psychology,** 2006

ST. PAUL UNIVERSITY, Manila, Philippines

**Bachelor of Science in Psychology,** 1997

**Affiliations Computer Skills**

American Psychological Association MS Office (Word, Excel, Powerpoint)

Society for Industrial Organizational Psychology Research Tools (SPSS)

Psychological Association of the Philippines

**RESEARCH AFFILIATIONS**

Section Editor AOSIS Journals (***South Africa Journal of Human*** *December 2016* ***Resource Management***)

Editorial Board SAGE *Open USA*

*December 2013- present*

Scientific Review Committee World Academy of Science, Engineering and *July 2015-present* Technology

Editorial Member Association of Social Sciences and Humanities

*September 2016*

Editor-in-Chief Antorcha (Journal of Student Researches)

June 2014- June 2015 *Colegio De San Juan De Letran- Manila*

Associate Editor Luz y Saber (Journal of Faculty Researches)

November 2008- June 2015 *Colegio De San Juan De Letran- Manila*

## *Papers Presented*

 “ **Validation of Dimensions of Learning Organization Questionnaire**”

* 2nd International Conference on Educational Measurement and Evaluation

Hotel H2O, Manila, Philippines, September 24-26, 2014

## “Ano Ka Ba Talaga Kuya? A Phenomenological Study of Self-Identified Bisexual Male Adolescents*”*

* 4th Congress, ASEAN Regional Union of Psychological Societies
* 50th Annual Convention, Psychological Association of the Philippines

 Miriam College, Philippines, October 23-26, 2013

## *“*Culture, Climate and Leadership as Predictors for Organizational Performance: towards the creation of OD Model for DPP Higher Education Institutions*”*

* 3rd International Conference of Education, Economy and Society

 Paris, France – July 23-28, 2012

* Keynote address in the 2nd Discurso de Apertura

 Colegio De San Juan De Letran, Manila

## *“*Personal and Psychological Profile of Separated Couple’s Adolescent Children: A Basis for a Proposed Proactive Values Program*”*

* 16th Biennial Conference Workshop, APECA,

 Cebu City**, July 26-28, 2006**

* 43rd PAP Annual Convention,

 Quezon City**,** August 17-19, 2006

* PGCA Annual Convention**,**

 Quezon City, May 23-25, 2007

* 4th INTERNATIONAL CONVENTION OF SOCIAL PSYCHOLOGY

 Kota Kinabalu, Sabah, Malaysia, July 25-28, 2007

* 44th PAP Annual Convention *( POSTER PRESENTER),*

 Tagbilaran City, Bohol, August 16-18, 2007

* 2nd PAIR NATIONAL CONFERENCE

 Davao City, November 26-27,2008

***Publications***

* ***Personal and Psychological Profile of Separated Couple’s Adolescent Children: A Basis for a Proposed Proactive Values Program***

 *Luz y Saber Vol. 2 No.2*

* **Perception on Pre-marital Sex as Correlate to Adolescents’ Concept of Marriage**

Luz y Saber Vol.3 No.1

* **Leadership, Culture and Climate as Predictors of Organizational Performance**

Luz y Saber Vol. 6

***OTHER AFFILIATIONS***

* American Psychological Association
* Psychological Association of the Philippines
* EMDR Philippines
* Society of Industrial/Organizational Psychology

**Professional References**- available upon request