**Catherine**

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**OBJECTIVE:**

To obtain a job within my chosen field that will challenge me and allow me to use my education, skills and past experiences in a way that is mutually beneficial to both myself and my employer and allow for future growth and advancement.

**WORK EXPERIENCE:**

**Human Resource Staff**

Polyflex Industries, Marikina City, Philippines  
April 2006 – December 5, 2016

**Job Description:**

* Assisting with the day to day operations of the HR Admin Department.
* Search potential candidates for employment, setting up interview.
* Check work history and references of potential employees.
* Gather employee contact of information and file into Human Resource data based system.
* Maintain employee files, monitor vacancies and termination and update policies and procedures manuals.
* Prioritize and manage own work load without supervision.
* Develop and enforce company policy and procedures relating to all phases of human resources activity.
* Explain employee compensation, benefits, schedules, working conditions and promotions opportunities.
* Coordinate work activities of subordinates and staff relating to employment, compensation, labor relations and employee relations.
* Handles understaffing, disputes, terminating employees and administering disciplinary procedures.
* Generates payroll of all employees thru payroll system
* Organized yearly company activities such as Company outing, Sportsfest, Christmas Party, Annual Physical Examination, Fire and Earthquake Drill.
* Generate monthly reports such as Labor Cost, Withholding Tax, Hiring Report, Attendance, Telephone Calls
* Filling of application of loans and other government benefits of all employees.
* Handling revolving fund for petty cash advances of company.

**EDUCATION:**

**Bachelor of Science in Commerce Major in Management**

Far Eastern University – Manila, Philippines

2002-2006

**SKILLS:**

* Extensive previous administrative experience of working in a HR Department.
* Computer literate
* Well-developed skills in prioritizing, organization, time management
* Proficiency in Microsoft office tools such as Word, Excel, etc.
* Ability to work in a team environment
* Dynamic, can adapt to change
* Can work without close supervision
* Good verbal and written communication, interpersonal skills

**PERSONAL DATA:**

* Gender: Female
* Birthday: December 27, 1985
* Civil Status: Single
* Birthplace: Quezon City, Philippines
* Languages spoken: English, Filipino