### work Experience



Krischell

# Objective

# Looking for a position in a well-established organization where I will get an opportunity to perform my abilities by providing professional services.

## Skills & Abilities

Strong communication skills, detailed computer knowledge, time management, strong problem solver and capability to build and maintain rapport with the employees and management.

#### sps training and consultancy services inc.,

##### April 20, 2016 to february 6, 2017

HR Specialist

1. Collecting and verifying candidate's information.
2. Interviewing and recruiting intelligent staff.
3. Facilitating employee orientation and company

onboarding.

1. Overseeing performance of employee and taking

necessary actions to improve their performance.

1. Maintaining and proper monitoring of manpower

database.

1. Processing of clearance and quit claims.

##### January 11, 2016 to April 19, 2016

Training and Operations Specialist

1. Training newly hired employees for a specific job role.
2. Monitoring of employees’ performance during deployment.

#### Jollibee foods corporation

##### March 03, 2015 to october 9, 2015

Assistant Restaurant Manager 3 (ARM3)

1. Implementing and ensuring strict compliance on Food, Safety and Cleanliness program.
2. Assisting Restaurant Manager in Sales building initiatives by conducting client calls.
3. Promoting and implementing of the following activities: Crew hiring and training, scheduling, training system and certification.
4. Accomplishing sales report.

#### sunwest water and electric corporation

##### april 29, 2014 to February 27, 2015

Contract Management Specialist

1. Gathering of required documents to process and acquire necessary permit and license to operate a power generation plant.

### Education

#### arellano university, a. bonifacio campus

##### bachelor in science in information technology 2010-2014