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Pauline

[Pauline.359461@2freemail.com](mailto:Pauline.359461@2freemail.com)

**Career Objective**

A position preferably HR Assistant/Admin Assistant that suitable for the graduate of Bachelor of Science in Sociology wherein I can use my experience and even enhance my profession in theory and in practical application, acquire new approach of business process; to be part with collaboration and asset of your institution.

**Experience**

**August 30, 2016 – December 29, 2016**

***Rustan Marketing Specialists Inc. Marks and Spencer, PH***

*Head Office, Makati City, Philippines*

**Human Resources Clerk –Recruitment**

* Provide general administrative support to the HR dept.
* Perform routine clerical duties including the processing of mail, filing, photocopying, faxing, data entry, scheduling of meetings related to recruitment procedures.
* Coordinate with the Store Managers and Store Supervisors for update, inquiries, and staffing.
* Coordinate with Public Employment Service Offices in Manila for scheduling related to recruitment procedures.
* Update weekly staffing for monitoring of required manpower.
* Make initial assesment/interview for new candidate.
* Attend job fair as part of sourcing.
* Prepares for deployment of a newly hired employee.

**July 2015 – September 23, 2015**

***Rustan Marketing Specialists Inc. Marks and Spencer, PH***

*Head Office, Makati City, Philippines*

* **Internship**
* Clerical support to the recruitment section.
* Exposed as Psychometrician and how to interview candidates.
* Partial exposure to Payroll and Employee Relations Section.

**SUMMARY of QUALIFICATION**

Has willingness to learn and capable to adapt. Presents a strong, professional, positive image to others which inspires confidence and commands respect. Proven responsible team player with the ability to work effectively with people from different backgrounds and skills. Willing and capable to learn, to explore such new thing and other line of work. Can supervise staff towards company’s goal and objective. Know how to operate, Computer software such as; Windows Prof. XP/Vista (Office 97/2000, Open Office 2007: Word, Excel, and PowerPoint. Adheres to standards and procedures and maintains confidentiality. Able to work in a fast paced environment and can handle pressure without compromising quality of work.

**Education**

**2012-2016**

**Polytechnic University of the Philippines** Sta.Mesa, Manila, PH

Degree in Bachelor of Science in Sociology

**PARTICIPATIONS:**

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* Certificate as Co-Facilitator in the Youth-Leadership Training/Workshop held at PUP-Manila.
* Certificate of Participation for attending the “Forum sa Filipino Bilang Wika ng Pananaliksik-Panlipunan” held at DLSU, Taft Avenue, Manila.
* Certificate of Participation for attending the forum “Mga kuwento ni Lolo Kiko: A Forum on youth, Religion and #PopeFrancisPH” held at UP-Diliman.
* Participated an International Conference entitled: Contested Access to Land in the Philippines and Indonesia, held at UP-Diliman.
* Certificate of Participation in Political Science’s Forum held at University of Sto. Tomas, Manila.
* COMMUNITY ORGANIZING

Plaridel Quezon, Philippines

April-May 2015.

* Interview people in the community to gather relevant data related to the community profile.
* Note taking of data to use for analyzation for the day’s report.
* Sessions of seminar attended as a class at Municipal Hall of Plaridel for further knowledge about the community and the Local Government Unit’s role in society.
* Live with foster family for 1 month to recognize how one of the families in the community lives.
* Presentation of the analyzed data based on the interview made.
* Made a project proposal based on the community profile, needs and lack inside.

**Personal Information**

GENDER: Female

MARITAL STATUS**:** Single

NATIONALITY**:** Filipino

GENDER**:**  Female

DATE OF BIRTH**:** April 13, 1996

PLACE OF BIRTH**:**  San Juan, Metro Manila, Philippines

AGE: 20

HEIGHT**:** 5ft. 3inch

*I hereby declare that the above information is true and correct to the best of my knowledge.*