

**PIA**

[**PIA.372038@2freemail.com**](mailto:PIA.372038@2freemail.com)

Position Desired: HR Assistant/ Administrative Assistant

**Personal Particulars**

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| Age: | 25 |
| Date of Birth: | April 02 1992 |
| Nationality: | Filipino |
| Gender: | Female |
| Weight: | 50 kg |
| Height: | 5”3” |
| Marital Status: | Single |

**Educational Background**

**College Degree**

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| Course: | Bachelor of Science in Psychology/ AB Guidance & Counseling |
| Institute/University:  Graduation date: | Saint Mary’s University  April 05, 2014 |

**Work Experience**

* Teaching Assistant, Thai Singapore International School, 1000 Moo. 5 Srinakarin Rd., Sumrong- Nua, Muang, Samuprakarn, Thailand, July 2016- July 2017
* Teaching Assistant’s (TA’s) responsibility

- Covering the HRT when she is absent

- Decorating the class and get all class materials ready before school opening

- Assisting the HRT and other subject teachers when needed

- Teaching small groups of pupils when needed

- Helping HRT to record attendance on the Pupils’ Attendance Sheet

- Displaying pupils’ work and update the class bulletin board

- Tidying up the classroom

- Distributing teacher-made resources to students

- Supervising pupil’s bags and uniform

- Assisting pupils at the library such as choosing appropriate books

- Accompanying children to the toilet and assisting them when necessary

- Assisting pupils when changing for outdoor activities and swimming

- Assisting the pupils in lining up

- Supervising pupils in their movement around the campus

- Monitoring and ensuring appropriate behavior along corridors and the toilets

- Helping pupils at snack time and lunch time

- Assisting in the arrival and dismissal of pupils

- Ensuring safety at the playground

- Filling out the Accident/Incident Report Book

- Compiling the students’ portfolio

- Assisting HRTs in issuing letters/surveys and submitting the reply slip with a checklist on or before the deadline

* Human Resources Assistant, Walk EZ Retail Corp. (CROCS), 202 Centerpoint Condominium, Garnet Road Corner, Dona Julia Vargas Avenue, Ortigas Center, Pasig City, January 2016 – May 2016
* Timekeeping
* Maintenance of attendance folder for all employees
* Preparation of pay slip for distribution to employees
* Filing of attendance log sheets and DTR every cutoff period
* Monitor and order HR related forms
* Employee Services
* Monitoring of uniform inventory for concept and wholesale store employees
* Monitor and order supplies for HR Department
* Conducts background check for seasonal employees
* Filling of Philhealth ER2 to Payroll or Sato
* Prepare the attached documents for the processing of LSE for seasonal employees
* Facilitate ATD and Wurif
* Recruitment
* Updating the applicant database
* Follow up pre-employment requirements of applicant on processed
* Maintaining of 201 files of the employees. Involves proper filing of pre-employment requirement for seasonal employees
* Administrative Assistant, Provincial Social Welfare and Development Office, Capitol Compound, Bayombong, Nueva Vizcaya, March – December 2015
* Assisted regular sessions of the Capitol Day Care Center
* Secretarial Support
* Filing, sorting, entering, formatting and printing information
* Maintains AICS beneficiary records and files confidential
* Assisted and conducted Intake Interview of AICS Beneficiaries
* Educational Assistance
* Medical Assistance
* Burial Assistance

**Skills**

Computer Literate and Internet Savvy, Moderate Speed Encoder, Strong verbal and personal communication skills, Organization prioritization skills, Excellent in facilitating group counseling and Knowledgeable in Psychological testing

**Seminars Attended**

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| PSWDO Provincial Social Welfare and Development Office  PSWDO, Capitol Compound, Bayombong, Nueva Vizcaya, December 2015  PSCWC Provincial Sub- Committee for the Welfare of Children  Ammungan Hall, Bayombong, Nueva Vizcaya, November 2015  ICCS International Center for Communication Studies  University of the Philippines, August 2013  PAPJA Psychological Association of the Philippines Junior Affiliates Annual Convention  SMX Convention Center and Far Eastern University, January 2013  ICCS International Center for Communication Studies  Ateneo de Manila University, March 2012 |