**Ellanah, RPm**

Email: [ellanah.374119@2freemail.com](mailto:ellanah.374119@2freemail.com)

Address: Ajman, UAE

Passport No.: P2148081A

VISA Status: Tourist



**Personal Information**

|  |  |  |
| --- | --- | --- |
| Nationality | : | Filipino |
| Date of birth | : | November 19, 1994 |
| Height | : | 5’2” ft. |
| Religion | : | Catholic |
| Marital Status : | | Single |

**Career Objective:** Seeking for a stable job where I can share my expertise and knowledgeobtained from previous work experiences; and to be able to contribute to the success and development of the company and gain personal and professional growth.

**Educational Attainment**

Tertiary Education St. Dominic College of Asia

Bacoor City, Cavite, Philippines

Bachelor of Science in Psychology

Yr. Graduated: 2015 . Best Thesis in Psychology

Dean’s Lister

Secondary Education Christ the King College of Cavite Foundation

Yr. Graduated: 2011.

Primary Education Grace Horizon Grade School

Yr. Graduated: 2007

3rd Honorable Mention

**Skills**

* Recruitment
* Interviewing
* Administration and Interpretation of Psychological Tests
* Microsoft Office Literate
* Research

**Work Experiences:**

LTY GROUP PHILIPPINES INC.

January-December 2016 – HR Assistant

December2016-March2017 – Senior HR

* Responsible in handling recruitment process;
* Maintaining, updating and safe-keeping of 201 files;
* Timekeeping;
* Payroll;
* Payslip;
* Implementation of human resource policy;
* Creating memos and other related documents related to HR and Company policy;
* Analyzes government regulations, company policies to established standard rates and ensures that all compensation and benefits plans and programs are aligned to Philippine labor Laws;
* Recording of incident reports and responsible for taking appropriate action with due process;
* Issuance of Company ID, loads, calling cards, uniforms and flight booking;
* Recording employee’s performance appraisals from supervisors as basis for renewal, promotion, and or termination;
* Performs other administrative/clerical work that may be assigned by the immediate superiors.

AYALA PROPERTY MANAGEMENT CORPORATION (Under LBP Services Corporation-Recruitment Firm) September 2016 – December 2016 – Sourcing Specialist

* Helps in establishing partnerships with possible sources of candidates such as schools, organizations and etc.,;
* Assists in creating pool for current and future vacancies (managerial positions)
* Schedules interviews for recruitment team
* Conducts phone screening
* Assists in updating database for sourcing

**Seminars and Training Attended**

* “Personality Assessment in Clinical and HR Settings – What Psychologists and Psychometricians Need to Know”: by Ma. Araceli Alcala, MA, CCLP, RTC, RPsy, and Maria Caridad Tarroja, PhD,RPsy: June 23-24, 2017 at Hotel Dominique Tagaytay City Philippines. Continuing Professional Development: 16 Points
* “Opportunities and Challenges for Psychology Graduates: Developing Core Competencies” by Maria Caridad Tarroja, PhD, RPsy last November 25, 2016.

Continuing Professional Development: 8 Points

* “Ethics and Professional Practice in Psychological Assessment and Introduction to Projective Tests” – November 20, 2016 at La Consolacion College, Manila. Continuing Professional Development: 8 Points
* “The Role of Psychological Assessment in Recruitment and Retention” by Katrina Fernando-Resurrection, RPsy last October 29, 2016 a PBS U.N Avenue, Manila City

I hereby certify that the above information given are true and correct.

ELLANAH