

**DARYL**

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Dubai,United Arab Emirates

**CAREER OBJECTIVE**

To impart my knowledge and skills in psychology in which I can make an immediate contribution as an integral part of a progressive company. In this way, I can apply my business and educational experiences to assist the company in the accomplishment of its goals.

**EDUCATION**

**University of the Philippines-Cebu** (2011-2015)

* **Bachelor of Arts in Psychology**

**St. Michael School** (Quirino, Madrid, Surigao del Sur;Philippines 2007-2011)

* Graduated with honors

**Madrid Central Elementary School** (Linibunan, Madrid, Surigao del Sur, Philippines; 2001-2007)

* Graduated with honors

**WORK EXPERIENCES**

* **IFP Manufacturing Corporation**

**HR and Admin Assistant**

**261 Kabatuhan Street, Deparo, Caloocan, Philippines**

**September 2016-December 2017**

* Facilitates recruitment, selection and hiring of new employees
* In-charge of new employees’ orientation about Company Profile, Rules and Regulations
* Safe keeping of 201 files of all employees and other HR related documents
* Employee Relations
* Monitoring of attendance of employees
* **Able Services Inc.**

**Subangdaku, Mandaue, Cebu,Philippines**

**HR Training Specialist**

**Setember 28, 2015-September 17, 2016**

* + Plans and administers training programs to ensure that employees have the skills and knowledge needed for the job
  + Conducts Training Needs Analysis in order to design an effective Training Program
  + Conducts Employee Orientation
  + Administers Technical Training of Good Housekeeping
* **Qualfon Philippines Incorporated**

**HR Recruiment Assistant**

**On the Job Trainee**

**April-May 2015**

* Facilitates in conducting of Written and Online Examination of applicants
* Helped in filing of 201 files of employees

**MEMBERSHIP IN ASSOCIATION/ORGANIZATION**

* **University of the Philippines Psychology Majors Association (UPPSYMA)** (2011-2015): Member
* **REPSYCHLES** (2011-2015): Member
* **Council of Leaders- University of the Philippines-Cebu PISO Batch Organization** (2011-2015): Member

**EXPERIENCES**

* Conducted a Team building Activity (March 2013)
* Assistant to the Floor Director during the University of the Philippines-Cebu Cookout 2013
* Conducted A Focus Group Discussion (March 2013)
* One of the volunteers in 3-day Youth Camp in Madrid parish Church, Madrid Surigao del Sur (May 2009)
* One of the organizers in 1 week Youth Camp in Madrid Parish Church, Madrid Surigao del Sur (May 2010)
* On the Job intern at Qualfon Phillipines Incorporated (April-May 2015)

**SEMINAR / CONFERENCES**

* Critical Psychology Lecture Series (USC Main Campus-2011)

**OTHER RELEVANT INFORMATIONS**

* Was born on 22 June 1994
* Can speak Filipino, English, Cebuano and Surigaonon
* Has passion for playing volleyball
* Interests include in organizing, sorting, decorating things
* An advocate of peace and helping the poor
* Has a professional and approachable manner at all times
* Always willing to learn and try new things