**Melba**

Nationality: Filipino

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| **JOB Objective** |  | To work in your respective company as *Human Resource/Admin Staff* or any other related position where I can utilize and employ the skills I have learned and be able to share knowledge for my personal growth and for the betterment of the company. |
| **WORK EXPERIENCE** |  | **Company: EPFVET- Trading****Position: *Sales Representative*****Address:** San Lucas Calabanga, Camarines Sur, Philippines**Duration:** March 2, 2015 - April 30, 2017**Duties and Responsibilities*** Provide direct customer services by informing them of the products and services
* Research sources in order to develop new business connections
* Make cold calls to prospective clients and inform them about new products/ deals
* Promote new products to walk in costumers and record orders
* Explain products value and capabilities to customers
* Meet individual and company sales targets

**Company: FACADE ADVERTISING****Position: *HR Staff*****Address:** 1129 Brgy. Paltok Del Monte Avenue Quezon City, Philippines**Duration:** Sept 3, 2012 to Nov. 14, 2013**Duties and Responsibilities*** Supports human resources department by screening and interviewing applicants
* Prepare payroll of the employees
* Administering employee benefit programs
* Maintain human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases, tracking vacation, sick and personal time.
* Orient new employees by providing orientation, reviewing company policies and other payroll information.
* Documents human resources actions by completing forms, reports, logs and records.
* Schedules examinations by coordinating appointments
* Contributes to the team effort by accomplishing related results as needed

**Company: SUMMIT TECHNOLOGIES INCORPORATED****Position: *HR/Admin Staff*****Address:** Jesseva Bldg.MT Villanueva Ave. Naga City, Philippines**Duration:** June 17, 2011 to March 30, 2012**Duties and Responsibilities*** Provide payroll information by collecting time and attendance records
* Coordinates to the main office; organizes events to the company
* Maintain employees’ confidence and protects operations by keeping human resource information confidential.
* Provide secretarial support by entering, formatting and printing information; organizing work; answering the telephone; relaying messages; maintaining equipment and supplies.
* Maintains employee information by entering and updating employment and status change data.
* Submit employee data reports by assembling, preparing and analyzing data.
* Schedules examinations by coordinating appointments to the applicants
* Welcome new employees to the organization by conducting orientation

**Company: INNOVATIONS FOR POVERTY ACTION****Position: *Field Interviewer*****Address:** DMG Bldg, Peñafrancia Avenue, Naga City, Philippines**Duration:** May to June 2011 **Duties and Responsibilities*** Conduct interview to the respondents
* Ask questions in accordance with instructions to obtain various specified information
* Compile, record and encode results and data from interview or survey, using computer or specified form
* Review data obtained from interview for completeness and accuracy
* Explain survey objectives and procedures to interviewees and interpret survey questions to help interviewees comprehension
* Locate and search the address of the respondents

**Company: Coca Cola Bottlers, Philippines****Position: *On the Job Trainee - HR Department*****Address:** Naga City, Philippines**Duration:** January to March 2011**Company: Ateneo de Naga University****Position: *Encoder*****Address:** Naga City, Philippines**Duration:** December 2011 to January 2012 |
| **EDUCATION** |  | June to October 2016 **Special Learning Package** (Methods of Teaching) - 18 units **Bicol State College of Applied Sciences and Technology** Naga City, Philippines*Tertiary* **BS Psychology**2007- 2011 **Ateneo de Naga University** Ateneo Avenue, Naga City, Philippines*Secondary* **Union National High School**2003-2007 Calabanga, Camarines Sur, Philippines*\*Graduated as First Honorable* |
| **PROFESSIONAL/ CIVIC AFFILIATION** |  | ***Passed the Licensure Examination for Teachers*** March 26, 2017Member Association of Psychology Students of Ateneo 2007 – 2011Member Ateneo Student Researchers Pool 2008 – 2010Member Ateneo Gabay Scholars 2007 – 2010 |
| **tRAININGS/****INVOLVEMENTS** |  | Participant **General Information Seminar** Social Security System East Ave. Diliman Quezon City, Philippines March 8, 2013Student Researcher/ **Participatory Rapid Appraisal**Co-FacilitatorBrgy. Bagacay Tinambac Camarines Sur, Philippines November 2010Participant **Outreach Program**  Ateneo de Naga University, Philippines June- October 2010Participant  **6th Bicol Region Association of Psychology Students**  Ateneo de Naga University, Philippines January 27, 2010Field Enumerator **A Study on Peñafrancia Devotion in Naga City**  a**nd Camarines Sur** November 2008Student Researcher/ **Participatory Rapid Appraisal**   Co-FacilitatorBrgy. Gabas Buhi, Cam. Sur, Philippines October 2008Participant **Basic Computer Course with Values Education** April-August 2004 |
| **SKILLS AND PERSONAL QUALIFICATION** |  | * Knowledgeable in Microsoft Office
* Good in verbal and written communication
* Highly experienced in orienting employees
* Professionalism
* Teamwork
* Creative and can easily adapt to the environment
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I hereby certify that above information is true and correct to the best of my knowledge. Character reference/s and supporting documents will be provided upon request.

 MELBA

 Applicant