

Roxette

[Roxette.266360@2freemail.com](mailto:Roxette.266360@2freemail.com)

OBJECTIVE:

• To obtain a full time position in a multinational which offers a professional working environment and enables me to grow while meeting the corporation’s goals and to secure responsible position that will challenge my abilities and allowing me to fully utilize my problem solving, organizational, customer service and communication skills.

EDUCATIONAL ATTAINMENT:

Tertiary University of Makati

BS Psychology

2007-2011

Secondary Pitogo High school

2005-2007

Fort Bonifacio High school

2003-2005

Elementary Pitogo Elementary School

1997-2003

WORKEXPERIENCE:

Trainee Toyota Motor Philippines Corporation

Recruitment Staff Toyota Motor Philippines Corporation

Job Function:

* Source of candidates to fill out manpower requirement
* Attend Job Fairs and other field work
* Conduct initial interviews
* Prepare status report on weekly basis
* Perform clerical task such as filling 201 documents
* Do Certificate of Employment
* Coordinate with different Departments to schedule of an interview
* Monitor status of candidates

HR Assistant Super Shopping Market Incorporated

( SM Hypermarket – Bicutan )

Job Function:

* Recruitment and Selection
* Conduct Company Orientation to Newly Hire
* Monitors and Updates requirements for filing
* Works closely to the Supervisors for their departmental concerns
* Constructs and routes memorandums
* Conducts performance evaluation of the employees
* Process clearances and certificates of resigned employees
* Handles distribution of Company Uniforms
* Fulfill other tasks that may be assigned

Admin Officer Brasserie Boheme by The Gustavians

Job Function:

* Prepare and process written correspondences including but not limited to letters, memos, and daily reports.
* Maintain and handle all facsimile and copying needs of the departments.
* Perform data entry on Excel spreadsheet.
* Update information in various record keeping systems.
* Participate in projects, duties, and other administrative tasks assigned by management.
* Uphold company policies and client requirements.
* Maintain knowledge of functional area and company policies and procedures.
* Provide feedback to management concerning possible problems or areas of improvement.
* Make recommendations to implement improved processes.
* Perform other duties as assigned by management.
* The one responsible for Petty Cash and Out Cast Budget and Liquidation of it.
* Prepares Attendance and other time keeping documents to be endorsed in the HR Department for computation
* Responsible for computing service charge of all employee

HR Associate Filipino Entrepreneurs and Resources Network Inc. (FERN Inc.,)

Job Function:

* Administer Exams for Assessment
* Conducts Initial Interview
* Coordinate with different Supervisors, Managers and Executives for scheduling of Interview
* Prepares Contract
* Monitors and Update Manpower Report as well as the Hiring Status
* Responsible for Monitoring and Updating of Requirements
* Distribute all Employees Memorandum
* Consolidating and Reporting of All Performance Appraisal/Evaluation Form
* Attend Job Fairs for Massive Hiring

TRAININGS AND SEMINARS:

* Proctor/College Admission Test

University of Makati,

J.P. Rizal Extension, West Rembo, Makati City

February 8, 2009

* Leadership Training

University of Makati, Audio Visual Room 1

J.P. Rizal Extension, West Rembo, Makati City

November 22, 2008\

* Job Hunting Techniques

UMAK Mini Theater Admin Bldg.

J.P. Rizal Extension, West Rembo, Makati City

March 03, 2008

AFFILIATIONS:

•Member

League of Umak Volunteer

University of Makati,

J.P. Rizal Extension, West Rembo, Makati City

•Member

Psychology Society

University of Makati,

J.P. Rizal Extension, West Rembo, Makati City

•Scholar

(YACAP) Youth Against Corruption and Poverty Partylist

PERSONAL DATA:

Birth date: July 12, 1990 Age: 25 years old

Height: 5’4’’ Weight: 115 lbs.

Religion: Roman Catholic Civil Status: Single

Dialect Spoken: Filipino/English/Pampango