**WENDY**

**Email Address:** **wendy.312530@2freemail.com**

**Visa: Visit Visa**

**PROFESSIONAL EXPERIENCE:**

February 2013 – July 2016 ***Human Resources Assistant*** *PGA* Cars, Inc. (Porsche, Audi, Bentley, Lamborghini) Manila, Philippines

 Industry: Automobile / Vehicle

 Specialization: Human Resources

 Role: Recruitment, Employee Relation, Generalist

 Position Level: 3 Years Experienced Employee

* Recruiting and staffing logistics. Handles end-to-end recruitment process
* Assisting with employee relations
* Issuance of memo’s to employee’s who do not follow office protocol
* Maintains employee confidence and protects
* Assist in benefit administration, training, publicizing company policies, and record keeping
* Process and manage employee attendance (daily, weekly, monthly)
* Maintaining employee files and HR filing
* Assisting with the day-to-day efficient operation of the HR office

March 2012 - February 2013 ***Recruitment Associate*** Convergys Corporation Philippines, Manila, Philippines

 Industry: Call Center / BPO

 Specialization: Human Resources

 Role: Recruitment/Staffing

 Position Level: 1 Year Experienced Employee

* Handles recruitment process through phone.
* Doing short interviews to applicants via phone.
* Processing the schedule of applicants.

March 2010 - March 2012 Telesales ***Representative*** Metrobank Card Corporation (Expercs Inc.) | Manila, Philippines

 Industry: Banking / Financial Services

 Specialization: Telesales/Telemarketing

 Role: Sales

 Position Level: 2 Years Experienced Employee

* Handles out-going calls to the new and existing cardholders/clients of Metrobank Card to offer and promote new products and latest promos.
* Drive the entire sales cycle from initial cardholders/clients engagement to closed sales.
* To meet the assigned monthly sales target and quota.
* Helps cardholders/clients by answering questions; responding to requests.

**EDUCATION:**

De La Salle University - Dasmariñas, Philippines

Bachelor's/College Degree in Philosophy (elective: Psychology)

June 2004 - March 2008

**SKILLS:**

Marketing Sales, Communication, Computer, Interpersonal, Multi Task

**SEMINARS/PROGRAM ATTENDED:**

Microsoft Office Excel 2010

 February 2016

 Mandaluyong, Manila

 Human Resources Profiling Workshop

 March 2015

 Makati, Philippines

Cultural Exchange Program

 April 2008 – December 2009

 Utrecht, the Netherlands

 English Proficiency Program

 March 2008

 Dasmariñas, Philippines