**RICHELLE **

Email address: [richelle.369500@2freemail.com](mailto:richelle.369500@2freemail.com)

**OBJECTIVE**

Looking for an opportunity to get into a challenging and successful career where communication and technology exist. I wish to work in an environment, which explores my potentialities, and will utilize, challenge and advance my talents to the extreme potential.

**WORK EXPERIENCE**

**Institution : John Clements Consultant Inc.**

**2nd floor RCI Bldg., 105 Rada St.**

**Legaspi Village, Makati City**

**Position : Senior Research/ HR Consultant**

**Period : May 2007 up to present**

**Job Description**

1. Handles assignment of evaluations/ visits per location and performs tasks as required by client.
2. Prepare the Consolidated Report and Presentation after every end of the project.
3. Make sure that the reports are already sent to global.
4. Build long term, business relationships with clients to ensure that all concerns are handled well.
5. Ensure that deadlines are met and evaluations are properly done.
6. Team lead: manage the team and ensures that they perform the daily task.
7. Represent JCCI- SNC in various events e.g. Retails Conference, Client events, Job Fairs etc.
8. Build partnership with different agencies.
9. Manage partnerships and prepares required documents needed to commence business relationships and complete requirements.
10. Create and implement strategies for solutions as well as business process improvements to the team.
11. Handling HR issues to the team to motivates them to do better.
12. Perform other tasks as may be assigned by immediate superior.

**Institution : Littelfuse Philippines**

**LIMA Technology Center**

**Malvar, Batangas**

**Position : Final Auditor**

**Period : March 2006 to April 2007**

**Job Description**

1. To ensure that the quality of the product meet the standard of the customer to avoid any customer complaint.

**Institution : EPSON Precision Phils. Inc**

**LIMA Technology Center**

**Malvar, Batangas**

**Position : Quality Assurance Inspector**

**Period : May 2003 to January 2006**

**PROFESSIONAL EXPERIENCE**

* Joined Research and Development Team and promoted as Senior Research Consultant due to commitment, strong communication skills, ability to manage external relationships (client and partner companies) and ability to deliver the report and presentation on deadline.

**PROFESSIONAL STRENGTH**

* Have the aptitude to work in a challenging environment.
* Excellent communication skills, verbal and written.
* Knows how to deal professionally with client for some issues/ concern and providing them solution.
* Self-motivated and desirable to work in a team environment.
* Fast learner and excellent problem solving skills.
* Ability to deal with people diplomatically.
* Handles HR issues such as looking for a potential employee, and implementation of Company Rules and Policy and giving of Disciplinary Action based on Labor Code Law.

**TECHNICAL KNOWLEDGE**

* Strong computer skills
* Proficient with Microsoft Program (Word, Excel and Powerpoint)
* Ability to execute ideas effectively
* Enjoy with clients and team

**TRAINING**

**BDP- Business Development Program**

Participation at Harvard Business School

(A division of John Clements Consultants, Inc.)

**ACADEMIC INFORMATION**

**Tertiary**  : Batangas State University

Bachelor in Industrial Technology major in

Electronics Engineering Technology

June 1999 to April 2003

Consistent Dean’s Lister from 1st to 4th year

**PERSONAL INFORMATION**

**Status :** Married

**Date of Birth :** May 30, 1982

**Nationality :** Filipino