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| Email: gilda.370167@2freemail.com  |  |

Gilda

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| **Objective** | **Enthusiastic and dedicated professional willing to obtain a challenging position as HR Assistant in a safe and friendly work environment that promotes teamwork and career advancement.**  |
| **Special Skills and Knowledge** | * Administrative support experienced working in fast paced environments demanding strong organizational, technical, and interpersonal skills
* Detail-oriented, resourceful, able to multitask
* PH Registered Psychometrician
* Administering and scoring of objective and structured personality tests
* Well-versed in performing clerical and secretarial tasks
* Committed to quality work and serving organization goals
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| **Work Experience****Licenses and Organization****Education****Seminars and Trainings** | * Assistant to the Academic Head – Iligan Computer Institute (Technical Vocational School accredited by Technical Education and Skills Development Authority) – Responsible in assisting the Academic Head functions. Coordinate with guidance office, department heads, instructors, school staff, and TESDA. Communicate policies and expectations to students and parents Evaluate entry-level staff, plan work schedules, assigning duties and conduct performance evaluation. Also worked as part-time instructor handling personality development subjects and supervise school campaign activities. **(November 12, 2006 – March 31, 2009)**
* Project Employee Human Resource – Dole Philippines Incorporated. HRIS project and HR Benefits Clerk - Data entry of primarily relevant information of all employees to database. Make sure that employees are properly enrolled in the benefit programs of the company; maintain employee benefit records; and when necessary communicate the employer’s practices and policies to employees. Transmittal of records for newly hired as well as updating employment and status-change data of regular employees. **(January 2004 – November 2004)**
* Human Resource Clerk – Damalerio Fishing Corporation Tuna Venture Inc. Prepare payroll information by collecting time and attendance records manually of employees on-shore. Reports to the operations manager; coordinate with department heads; relaying messages; posting memos, maintaining equipment and supplies. **(June 2003 – December 2003)**
* Human Resource Hiring Officer – Maranaw Canning Corporation. Evaluate job candidates. Conduct preliminary screening, application form, testing and evaluation of results. Coordinate with the different department heads; arranges management interviews by coordinating schedules; manage intern program. Conduct test (Ravens Progressive Matrices, SRA, CFIT, EPPS, 16PF) **(October 2002 – May 2003)**

   * PH Board of Psychology
* **Psychometrician**
* License Number: 0007461
* Valid Until: 04/23/2019
* PH Board of Professional Teacher
* License Number: 0909118
* Valid Until 04/23/2019

Bachelor of Science in **Psychology** - Mindanao State University – Iligan Institute of Technology (1998-2002)**Special Class** Program – Mindanao State University – Iligan Institute of Technology (AY 2004-2005)**Special Education** Courses under BEED Program – Xavier University, Ateneo de Cagayan (AY 2005-2006)Youth Profiling 4 Starring Careers:Capability Building Program Orientation, TESDA Provincial Office, Iligan City (October 2008)English Proficiency Training – ICI Call Center Department (September 2007)Understanding Muslim Student’s Needs and Sensibilities, ICI by Professor Alma Maranda (January 2007).Personal Management Skills in the Workplace, ICI (November 2006) Learning Disabilities and ADHD: Uncommon Gifts by Nancy Jessen, Oro Grace School, Cagayan de Oro (May 2006)**\*References and transcripts provided upon request** |