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| Email: [gilda.370167@2freemail.com](mailto:gilda.370167@2freemail.com) |  |

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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 |
| **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** |