****

**ELAINE**

Elaine.380655@2freemail.com

**PROFESSIONAL SUMMARY**

* A young professional with more than 3 years of total work experience, more than 2 years in the recruitment field and more than a year in the government focusing on administrative tasks.
* Exposed to a fast-paced work environment, coupled with proficiency in account management, recruitment processes and administrative.
* A self-motivated worker who is able to communicate effectively at all levels with extensive exposure in handling administrative functions and all communications with utmost level of confidentiality.
* Committed to continuous professional development through trainings and collaboration with other colleagues.
* Good communication and interpersonal skills.
* Graduated Bachelor of Science in Business Administration major in Human Resource Management at De La Salle-College of Saint Benilde in September 02, 2014.

**WORK EXPERIENCE**

**Local Government Unit of Enrile**

**Sangguniang Bayan/Vice-Mayor’s Office**

**Administrative Aide IV**

**March 1, 2017 – Present**

Responsibilities:

* Assist the Sangguniang Bayan members and the Vice Mayor should they have any queries with regard to the incoming communications and other concerns.
* Does the minutes of the meeting on regular sessions, special sessions, committee meeting, committee hearing and other meetings of the body.
* Responsible in reminding the Secretary to the Sangguniang Bayan, the Vice Mayor and the Sangguniang Bayan members with the agenda to be taken and activities to be done.
* Responsible in preparing the supporting documents needed and the agenda for all the sessions to be held.
* Responsible in preparing the resolutions and ordinances passed and adopted to be submitted/transmitted to the concerned departments and agencies.
* Monitor the progress of the resolutions and ordinances approved and submitted.
* Ensure that the Sangguniang Bayan Database is up to date.
* Responsible in monitoring and updating the service records and CSC documents of the Vice Mayor, SB Members and all the Legislative Staff.
* Other ad hoc tasks

**ZMG Ward Howell, Inc. (Executive Search Firm)**

**BPO Team**

**Associate**

**December 1, 2014 – January 13, 2017**

Responsibilities:

* Responsible in the end-to-end recruitment process for volume, mid-level and executive searches for various fields e.g. Finance Operations, BPO, Analytics, HR and Admin, and Information Technology.
* Conducts phone screening and phone interview to qualify candidates for the job requisition given by the client.
* Responsible for scheduling applicants for their initial assessments and interviews with the department heads or representatives.
* Monitors candidates’ status with regard to their application with the client.
* Responsible in updating candidates on their application status.
* Conducts reference checks for successful candidates upon the request of the clients.

**Prime Movers Business Solutions, Inc. (Recruitment Staffing Firm)**

**Recruitment Staff (Reliever)**

**October 27 – November 28, 2014**

Responsibilities:

* Source and interview candidates for entry levels
* Maintain and update recruitment database

**Kalibrr, Inc.**

**Online Recruiter-Part Time (Home-based)**

**September 2014 – December 2014**

Responsibilities:

* Source qualified applicants for various positions.
* Market Kalibrr’s platform using social media.

**John Clements Consultancy, Inc. (Executive Search Firm)**

**Internship Program (300 hours)**

**May 2014 – July 2014**

Responsibilities:

* Source and conduct phone screening/interview to the applicants.
* Administer examinations to the applicants and guide them throughout the recruitment process.

**EDUCATION**

**De La Salle – College of Saint Benilde**

Bachelor of Science in Business Administration major in Human Resource Management

May 2011 – October 2014

**Highlights**: Graduated with Honors

 Benildean Hope Grant Scholar (Full-scholarship from 1st year to 4th year)

 Open Heart Foundation Beneficiary (1st year to 4th year)

 Human Resource Management Society, Assistant Vice-President for HR from 2012-2014.

**Our Lady of Snows Academy (Secondary)**

June 2007 – April 2011

**Highlights:** Graduated as First Honorable Mention

 Cagayan Electrical Corporation Scholar (Full Scholarship from 1st year to 4th year)

**Batu Elementary School**

June 2001 – March 2007

**Highlights:**  Graduated as Class Salutatorian