

LORIEL VIANETTE D. CARDÁÑO

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CAREER OBJECTIVE

Interested to pursue a long term career in an environment where I can contribute in the areas of **human resources, training and development, relationship management**, and other available openings that suits my qualifications.

EDUCATION

Ateneo de Manila University

Batch 2015

Monde Nissin Corporation

HR Staffing Specialist (May – October 2015)

WORK-RELATED EXPERIENCE

- Responsible for end-to-end recruitment services including sourcing, initial screening, interviewing, and recruitment of candidates; from administrative to specialist roles for accounts that include Sales, Accountancy, MIS, and Export.
- Provided talent highlights for clients and other human resource services to accounts including administration of tests and evaluation of personality profiles.
- Handled and maintained the HR department's social media accounts including Facebook, LinkedIn, and e-mail accounts; Forwarded respective mails, contacted digital agencies, increased likes of FB pages , and made posters and templates for career opportunity postings.
- Conducted data mining of graduate lists and built academic-industry linkages to different colleges and universities establishing at least 5 partnerships with different schools.

Ateneo Center for Organizational Research and Development

Intern: Training and Research Assistant (April – May 2014)

- Facilitated and handled workshops through providing group dynamic activities to participants and preparing training materials beforehand. Also in-charge to transcribe and take minutes of the entire training session.
- Helped in conducting surveys and FGDs in different institutions and helped in research that covers the topic of Cultural Diversity and Social Group Identification in Multi-Cultural workplaces.
- Did administrative work including fixing of database and editing of the school's new Industrial-Organization Psychology book.

Ateneo de Manila University

Freshmen Orientation Seminar talks and tours guide (2012-2014)

- Handled 30+ college freshmen students during the 2/3-day orientation seminar, giving tours around the school campus and conducting various engaging team-building activities.