Vanessa Mae T. Lucero



Lean Six Sigma White Belt

I am a highly organized and dedicated Human Resources Officer, with a proven ability to improve working environments and a commitment to employee welfare. Sensitive to employee concerns, I possess strong interpersonal skills, demonstrating the utmost discretion and integrity when dealing with confidential information. I am also proficient in business, reflected in familiarity with employment law.

**Contact Info:**

0977-035-6844 (Globe)

**Email Address:**

[mhailucero@gmail.com](mailto:mhailucero@gmail.com)

**Home Address:**

#132 Capiz St.

Brgy. Malitlit, City of Santa Rosa, Laguna 4026

**Skills:**

Good understanding of labor laws

Intermediate skills on editing pictures & video

Excellent skills on MS Word, Excel and Powerpoint

Human Resources Officer

**EDUCATIONAL BACKGROUND:**

***AB COMMUNICATION ARTS***

University of Perpetual Help System Laguna – Biñan

Year Graduated: 2010

**PERSONAL INFORMATION:**

**Nickname :** Mhaimai

**Birthdate :** November 3, 1989

**Age :** 31 y/o

**Marital Status:** Married

**WORK EXPERIENCE:**

**Human Resources Officer**

Advance Newtech Industrial Corporation

(July 29, 2019 – P resent)

**Responsibilities and Qualifications:**

* Forming and maintaining employee records (201 File)
* Preparing and amending where necessary HR documents, i.e. employment contracts and recruitment guides
* Reviewing and renewing company policies and legal compliance
* Communicating with external partners
* Being the first point of contact for employees on any HR related queries
* Assisting with payroll by providing the department with relevant employee information, i.e. holiday and sick days taken
* Helping with various arrangements internally, from travel to processing expenses
* Giving exams and interviewing applicants in recruitment.
* Orient new employees about the rules, regulations & conduct discipline of the company.
* Introducing new employee to the workplace
* Assisting and explaining job contract to new employee
* Giving Memo to those who violated any rules.
* Preparing clearances for the exiting employees
* Processing the end of contract / resigning employee.
* Assisting employees on their mandated issues.
* Assisting in application, renewal and process of permits and other legal documents of the company.
* Planning and preparation of seminars and activities for the employees.

**ONLINE ASSISTANT – Home based**

MB Cash and Gold Enterprises

(February 2018 –July 2019)

**Responsibilities and Qualifications:**

-Providing them the needed information to easily understand the business.

-Encoding using MS Excel of the customer’s payment thru remittance.

-Handling the payment of the customers from remittance centers.

-Auditing the income/ payments collected from the customers.

-Maintaining good relationship to the customer by explaining to them how the business works.

-Keeping them updated about the products availability and how much it costs.

**ADMIN OFFICER**

Our Mart by Cashbook Network Marketing

(September 11, 2014 – January 15, 2016)

**Responsibilities and Qualifications:**

-Keeping and monitoring of customers account.

-Supervised and coordinate the activities of staffs.

-Modification and activation of customer account thru partner merchant.

-Customer service & support.

-Email management & support.

-Data entry.

-Basic bookkeeping.

-Researching and helping the Marketing on their advertising paraphernalia (flyers, poster, signage, video presentation).

**HR STAFF / COMPANY COORDINATOR**

Smart Serve Human Resources & General Services

(August 4, 2013 – September 10, 2014)

**Responsibilities and Qualifications:**

**-** Taking the attendance & overtime of employees per payroll using biometrics & DTR.

- Responsible for the monthly reports of employees performance towards work attitudes, punctuality and absences.

- Responsible for the employees mandated report and contributions (SSS, Philhealth and PAG-IBIG).

- Encoding pay slip.

- Handled more than 150 employees.

- Giving exams and interviewing applicants in recruitment.

- Orient new employees about the rules, regulations & conduct discipline of the company.

- Giving Memo to those who violated any rules.

- Processing the end of contract / resigning employee.

- Assisting the employees on their mandated issues.

- Filing and keeping employee’s records (201 file).

- Coordinate with clients regarding the work ethics and attitude of the employees.

**SEMINARS & WORKSHOP:**

•Mandatory 8-hours OSH Awareness Seminar   
•Kaizen Workshop & Seminar

•Leadership Training Seminar 11Mukha ng Iisang Lider  
•4th Annual Conference of Journalism and Communication Students of the Philippines   
Media Ethics and Responsibilities in the Society  
•Leadership Training Seminar Big @ 10: A Decade of Service and Excellence  
•Creating Possibilities through Leadership and Fellowship (Rotaract)  
•Rotary Youth Leadership Awards ”Move… Experience… Share…”  
•Principles and Practices in Media Industry

Character references are available upon request.