

**PRIMA MARIE S. RAMOS, Rpm**

Bachelor of Science in Psychology

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**PROFILE SUMMARY****EDUCATIONAL BACKGROUND:**

**Tertiary** : Adamson University – October 2012  
San Marcelino, Ermita, Manila

**CERTIFICATIONS:**

Registered Psychometrician, License no. 008474

**WORK EXPERIENCES:**

**Company** : Global-Estate Resorts, Inc. (subsidiary of Megaworld Corporation)  
**Line of Business** : Real Estate Developer  
**Designation** : HR Specialist I  
**Duration** : June 10, 2019 – March 13, 2020

**Job Responsibilities:**

- Filling vacancies (Selection process – Endorsement for Orientation) in Project Management Department under Site - based Operations Dept. and endorses them to hiring managers for final interview and approval of hiring.
- Conducts Selection, Initial Interview and Assessment of Exams.
- Prepares clearance and final pay daily time record for separated employees.
- Processing of performance appraisal form for change of job title, permanency, increase in salary, transfer of assignment etc.
- Prepares pre employment requirements and schedules new hirees to Orientation.
- Partnership with Universities for tie up and marketing purposes.
- Answers general queries of employees about their salaries, attendance, benefits etc.
- Prepares extension of contract for Project based employees.
- Discusses job offer and company initiated benefits to qualified applicants.

- Ensure that eligible site based employees for company initiated benefits are enrolled on time.
- Records Management such as updated Masterfile every 15<sup>th</sup> and 30<sup>th</sup> of the month.
- Prepares Payroll Inclusion advice, Temporary Head Office assignment, change of schedule and zero salary.
- Prepares the Officers (site-based) Daily Time record every cut off and ensure that all late approved/validated travel authority, leave of absence are reported in addback for their payout next cut off.

Company : Whiteport Inc.  
 Line of Business : General Construction, Triple AAA Contractor  
 Designation : HR Staff – Manpower Planning & Recruitment  
 Duration : November 11, 2016 – June 08, 2019

#### Job Responsibilities:

- Handles 15 active Construction projects; Manpower sourcing all over the Philippines.
- Preparation of data for various reports: Manpower Balances, OTP and PMM, Executive report of Recruitment for the Top Management meetings.
- Perform a wide variety of responsible clerical, technical, administrative, and office support duties Provide customer service, both in-person and by telephone; screen and direct telephone calls; take and relay messages; answer questions from employees and the general public regarding human resources issues, rules, and regulations relating to human resources management; respond to employment verification requests, salary and benefit surveys, and other requests for information.
- Plan and coordinate recruitments and examinations; prepare job announcements and advertisements; administer and score tests; notify candidates of application/employment status; prepare certification lists.
- Maintain eligible candidate lists; provide names of eligibles to department representatives upon appropriately approved requests.
- Explain employment benefits and general terms and conditions of employment to employees and department representatives; conduct initial new employee orientation.
- Accommodates OJT/Internships/ newly hires, process their requirements, endorsements to head office.
- Coordinates with barangays, local Government offices, PESO or DOLE for permits to conduct flyering, posting of job ads.
- Initiate and attend Job fairs / university fair for marketing and sourcing.
- Conducts Orientation to new hires and interns.
- External recruitment in Metro Manila and provinces through job fair and flyering.
- monitors manpower requisition requests of head office, projects and provincial sites.
- prepares 201 and Identification cards.

- Coordinates with different advertising companies to promote and spread our local hiring throughout the Metro and Provincial.
- Perform a variety of general office support duties; make copies; maintain calendar of activities, meetings, and various events for assigned staff; process mail including receiving, sorting, time stamping, logging, and distributing incoming and outgoing correspondence and packages; order office supplies.
- Planning and implementation of effective strategies for recruitment.

Company : Whiteport Inc.  
 Line of Business : General Engineering, Triple AAA Contractor  
 Designation : HR Staff – Training & Development

**Job Responsibilities:**

- Responsible for Orientation of new hires.
- prepares Training Agreement, Rationale, and Training evaluation.
- Process the Intellicare billing quarterly.
- Creates liquidation and breakdown reports for every event expenses.
- Facilitates different orientations eg. Code of Conduct and 5S.
- Responsible for planning of different events and activities for different companywide occasions.
- Coordinates with different training providers for inhouse seminars.
- processing of executive checkups.
- improve existing Job Descriptions.
- Creates table of organization to monitor staff.
- Responsible for the addition, amendment, deletion of members in our HMO.

Company : Infosys BPO Ltd.  
 Line of Business : IT Services; Business Process Outsourcing  
 Designation : Senior Order Specialist  
 Duration : July 2013 – December 2015

**Job Responsibilities :**

- Responsible for creating and entering orders across multiple Ethernet product lines in support of several AT&T customer service groups.
- Editing and proofreading Ethernet order details to ensure accuracy and conformity with technical specifications.
- Reviewing order details with customer prior to order entry.
- Worked with multiple AT&T teams and individuals from order submission to order completion.

- Mandatory Conference calls with different clients resolving roadblocks and providing weekly updates regarding progress.
- Entered and managed over 3,000 orders during tenure.
- Issues Billing / Waving of Charges
- Manages Special Construction Orders

#### **TRAININGS / SEMINARS ATTENDED:**

- Proactive Internal Customer Service Seminar (April 12,2017)
- Criminal Profiling, Separation and Annulment and Investigation of Pathological Liars (Feb.26,2017)
- How to Make a Good Psychological Report (Feb. 26, 2017)
- EPAS Workshop (Feb 10, 2017)
- Interview Skills Workshop (November 2016)
- Test Taking Skills and Strategies ( May 21 to 22, 2016)
- Customer Service 100 (Email Etiquette and Voice calls) (February 24 to March 5,2014)
- Telecommunication 100 ( August 7,2013)
- Career and Personality Development (September 19,2012)
- Anger Management with Dra. Geraldine Sayo (August 20,2011)

#### **REFERENCES:**

Engr. Felipe L. Mangubat Jr.  
SVP – Operations  
Global Estate Resorts Inc  
0917-629-2357

Engr. Mechi O.Caliwag  
SAVP - Operations  
Global Estate Resorts Inc  
0915-913-8931

*I hereby certify that the above information given is true and correct to the best of my knowledge and belief.*

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**Prima Marie S. Ramos**

