

MYLENE DE LARA

HUMAN RESOURCES MANAGER

CONTACT

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PROFILE SUMMARY

As a dedicated and experienced Human Resources Manager, I aim to leverage my expertise in recruitment, employee relations, and training to foster a positive and productive work environment. My goal is to implement effective HR strategies that align with organizational goals, enhance employee satisfaction, and drive overall business success.

EDUCATION

- 2027 - 2028
NATIONAL UNIVERSITY DASMA
 - Bachelor of Science in Psychology
 - GPA: 3.2/4.0
- 2025
TOEIC CERTIFICATION
 - Advanced Statistical Analysis in Psychology

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English: Fluent
- Filipino: Fluent
- Korean: Basics

WORK EXPERIENCE

Jayou Korean Shop 2024-2025
Sales Lady (Part-Time)

- Assisted customers in selecting and purchasing Korean food products, household items, and beauty products.
- Provided exceptional customer service by answering questions, offering product recommendations, and resolving issues.
- Maintained the store's cleanliness and organization, ensuring products were displayed in an appealing and accessible manner.
- Managed inventory levels, restocked items, and helped with store promotions and sales events.

Juan Cafe April- October 2024
Barista

- Provided exceptional customer service, taking orders, offering recommendations, and creating a welcoming environment.
- Managed inventory, prepared ingredients, and restocked supplies as needed.
- Worked efficiently during busy hours, handling multiple orders while maintaining quality and customer satisfaction.

Hayakawa Component Technologies, Inc. May - August 2020
Production Operator (Assembly Line)

- Operated and maintained assembly line equipment for the production of electronic components.
- Conducted quality control checks to ensure products met company standards and specifications.
- Worked collaboratively with a team to improve production processes and optimize assembly line efficiency.