

De Luna, Braza Bell V.

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EDUCATIONAL BACKGROUND

Level: Master of Arts (*Thesis on going*)
Field of study: Education
Major: Guidance and Counseling
University: De La Salle University-Dasmariñas
Location: Cavite, Philippines

Level: Bachelor's Degree
Field of study: Humanities/Liberal Arts
Major: Psychology
University: De La Salle University-Dasmariñas
Location: Cavite, Philippines

WORK EXPERIENCE

Name of Company: Labatsebas Publishing Services
Address: Miami, Florida
Position: Online Staff Recruiter
Date of Employment: January 2017 (Project-based)

Name of Company: Neltex Development Company, Incorporated
Address: Tambo, Parañaque City
Position: Training/Recruitment Coordinator
Date of Employment: March 2016 – December 2016

Job Responsibilities :

- Prepares periodic manpower plan of the Company in relation its short-term and strategic goals.
- Ensures that all vacancies are filled up with suitable candidates following targeted time.
- Paper-screen applications from varied sources and ensure matching of position qualifications and job specifications.
- Conducts behavioural job interviews (both phone and personal screening) of applicants and provide timely feedback to superiors and requisitioning Division/Department Heads.
- Identifies and conducts strategic source initiatives to compliment traditional means of sourcing applications.
- Liaises with recruitment agencies and headhunters in placing and providing timely supply of manpower.
- Prepares and designs accurate recruitment advertisements and consistently monitors flow of applications.
- Administers psychological and trade examinations to qualified candidates and prepares Psychological profiling.
- Conducts employment, character, education, community reference check of candidates prior to deployment date.
- Ensures timely, complete and accurate documentation of all pre-employment and hiring documents which includes employment offers and contracts, reference checks, medical and physical examination and 201file.
- Maintains an accurate and up-to-date manpower records in both the 201file and in the Corporate Human Resource Information System.
- Ensures that all recruitment policies and procedures are adhered to. Recommends necessary improvements from time to time.
- Facilitates new employee orientation in new hires boarding.

Name of Company: SM Lifestyle Entertainment, Inc.
Address: Mall of Asia Arena Annex, Coral way corner Diokno Blvd. Pasay, City
Position: HR Supervisor (Employee Development)
Date of Employment: June 2015 – March 2016

Job Responsibilities :

- Prepares training plan for the organization.
- Facilitates New Employee Orientation (Company background, the Sy Family, HR Policies, Code of Conduct and Compensation and Benefits)
- Coordinates with the Learning and Development team within the SM Group of Companies
- Plot schedules of employees for Curriculum Based Training (Supervisory, Managerial, Senior Manager and Executives)
- Handles performance management analysis
- Organizes employee events e.g. sports fest, Halloween party, Christmas party etc.
- Ensures that all employees have attended trainings according to their gaps
- Coaching 3 subordinates: 1 HR Assistant for Employee Development, 1 HR Assistant for Performance Appraisal/Management and 1 HR Assistant for Employee Relations
- Gives report of Training summary to the HR Manager and AVP for HR
- Assists Talent Acquisition team in screening of Rank and File to Supervisory candidates

Name of Company: Rogationist College
Address: Km 52 E. Aguinaldo Highway Lalaan II Silang, Cavite
Position: Guidance Facilitator
Date of Employment: May 2012 – May 2015

Name of Company: Haven of Wisdom Academy
Address: Gen. Trias, Cavite
Position: Guidance Counselor/English and Pre-school Teacher
Date of Employment: June 2011 – October 2011

Name of Company: KASAPI-PSYCHE SOLUTIONS, INC.
Address: San Manuel II, DBB-1 Dasmariñas City, Cavite
Position: Psychometrician
Date of Employment: July 9, 2010 – September 30, 2010

AFFILIATIONS:

- * Associate Member, Philippine Guidance & Counseling Association (2011 – present)
- * Vice President, Council of Student Organizations (2009-2010)
- * Member, Philippine Union of Lasallian Student Organizations - *PULSO* (2009-2010)
- * Affiliate, Philippine Association of Psychologist (2009 – 2011)
- * Member, DLSU-D Psychological Society (2009-2010)
- * President, DLSU-D Vibrant Beat (2008 – 2009)
- * Member, DLSU-D Luntiang Parangal Committee (2008-2009)
- * Member, Art and Publicity Committee (2007-2008)
- * Member, Psychology Program Council Outreach Committee (2007-2008)
- * Member, DLSU-D Vibrant Beat, 2006-2010

AWARDS AND HONORS:

- * Leader of the year, College of Liberal Arts Awards night (2010)
- * 4th Placer, Honor's Society Quiz Bee - *Current Affairs Category* (2008)
- * Nominated as Interest Organization Student Officer of the Year (2008)

PERSONAL INFORMATION

Age: 27 years old
Nationality: Filipino
Marital Status: Single
Permanent Residence: Philippines
Date of Birth: 23 November 1989
Gender: Female

SKILLS:

- Employee engagement
- Employee Development (Training)
- Performance Appraisal Analyst
- End to end recruitment
- Microsoft Officer
- Basic Adobe Photoshop skills

CHARACTER REFERENCE

CAMILO REPETTO

CEO/OWNER
Labatsebas Publishing Services

HANA FRANCESCA CLOMA

Manager
SM Lifestyle Entertainment, Inc.

FR. VINCENT DUMDUM

Director, Campus Ministry
Rogationist College

CONTACT DETAILS:

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