

Paolo L. Yang

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Personal Summary

A Human Resources professional looking for an opportunity to make a shift in my career from HR to Culinary to finally utilize my skills and abilities and to showcase my creativity and achieve professional growth within the Culinary world.

Academic Qualifications

Mapua University (formerly known as Mapua Institute of Technology)
BS in Hotel and Restaurant Management
2010-2014

American Hospitality Academy
3 months - Basic Culinary Skills Training
2011

Professional Experience

Chevron Holdings Inc. – Staffing Coordinator (July 2016 – August 2019)

- Performs existing pre-employment coordination processes to ensure a working day 1 for new hires.
- Initiates pre-employment contingencies to ensure required compliance are met.
- Conducts Contract signing for new hires.
- Coordinates interview schedules.
- Assists in preparation of Interview logistics.
- Prepares Job Offer Letters.
- Performs candidate boarding action using an applicant tracking system.
- Provides support in screening candidates for Recruitment events.

Accenture Inc. – HR Service Delivery New Associate (December 2015 – July 2016)

- Responsible for Tracking and Validation of SSS Sickness claims
- Main POC for sickness related Government benefits.
- Responsible for processing sickness reimbursements.
- Designated company representative for all Government agencies
- Assigned to do field work

Accenture Inc. – Recruitment Assistant (December 2015 – July 2016)

- Coordinates interview schedules.
- Assists in preparation of Interview logistics.
- Responsible for compiling interview documents of each candidate.
- Performs candidate boarding action using an applicant tracking system.
- Transfer or endorse other failed candidates to other capabilities where he/she will be able to utilize his/her experiences and skills.
- Provides support in screening candidates for Recruitment events.

Seminars and Trainings Attended

Hotel Familiarization Seminar – City Garden Hotel

In-Flight Catering Services Familiarization – Macro Asia Catering Services

Professional Culinary Skills Training – American Hospitality Academy

Skills and Qualifications

Ability to face and communicate with people with different personalities.

Optimistic, fast learner, and enthusiastic in learning more about the Culinary Industry.

Has a strong passion for customer service.

Can communicate in a High level using English and Filipino.

Able to work alone or in groups.

Character References

Available upon request.