

KIMBERLY JETT L. MONSADA, Rpm
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#413 J. Molave St., Agapito Subdivision., Santolan, Pasig City



JOB OBJECTIVE

To obtain a position in a globally competitive organization that will further enhance my skills and competencies holistically to effectively contribute on achieving organizational growth and development.

WORK EXPERIENCE

Company : Green Pasture Recruitment Agency Corp.
Position : Sourcing and Talent Acquisition Associate
January 30, 2017 – June 26, 2017

Job Duties and Responsibilities

- Processes all requests from Job Orders and Manpower Requisition Forms.
- Ensures the usage of all job sourcing activities including field recruitment, website postings, employee referral programs and a variety of low-cost recruitment sources to attract candidates.
- Ensures that all received resumes and application letters that were filtered based on the position, high/low potential and for pooling are called and conducted phone interview.
- Notifies candidates through SMS pertaining to the post applied and vacancy.
- Assesses candidates through web search to check their capabilities prior conducting phone interviews.
- Conducts face-to-face interview to justify the qualification of the candidates to the available job.
- Participates in calibration meetings and communicates the needs or demands of hiring accounts.
- Updates the Manpower Progress Reports in a daily basis.
- Performs other tasks as may be assigned.

Position : Client Servicing Coordinator
June 27, 2017 – Present

DAILY TIME MONITORING RECORD

- Receives, collates and verifies all daily time records, overtime reports, time adjustments, personnel requisition forms and other relevant attachments of temporary employees. Ensures that all attachments are duly accomplished and completed.
- Forwards to Finance and Accounting Department for payroll processing.
- Ensures that all employees assigned are regularly and well-compensated. Answers inquiries pertaining to salary disputes/concerns of the employees.

BILLING AND COLLECTION

- Follow ups billing reports to clients to avoid delays in collection.
- May collect check payment from clients, and deposits to corporate account.
- Prepares monthly billing and collection report of assigned clients and submits to Client Servicing Manager for documentation purposes.

CLIENT SERVICING MANAGEMENT

- Receives all job orders from clients and clarifies the need for manpower request. Ensures that all job orders are approved by authorized signatories.
- Monitors and updates the clients regarding the progress and status of hiring.
- Prepares and updates the database of active employees, disciplinary/incident summary report, hiring status report and separation tracker.
- Provides proactive and excellent customer service to internal (company) and external costumers.

PERSONNEL ADMINISTRATION

- Receives employee grievance reports as well as incident reports from clients that involves the assigned employee. Forwards the same to Employee and Labor Relations for appropriate action.
- Assist the ELR officer on issuance of disciplinary actions to temporary employees in accordance with Code of Professional Conduct and Responsibilities.
- Handles all concerns of the clients and employees, Finds solution that will resolve any problems or conflicts.
- Conducts regular onsite visits within area of jurisdiction to ensure that operations are smoothly managed.
- Prepares weekly report as required by Area Manager.
- Performs other tasks as may be assigned.

CERTIFICATIONS AND ELIGIBILITY

Registered Psychometrician Rpm
Board Licensure Examination for Psychometricians, 2016

Civil Service Eligibility
Presidential Decree (P.D.) No. 907

EDUCATIONAL BACKGROUND

Tertiary	Don Mariano Marcos Memorial State University South La Union Campus <i>Bachelor of Science in Psychology, Cum Laude</i> Agoo, La Union, 2012 – 2016
Secondary	Mangaldan National High School P. De Guzman St. Mangaldan, Pangasinan, 2005 – 2009
Primary	Santo Tomas Catholic School Mangaldan, Pangasinan, 1999 – 2005

KEY SKILLS

Interpersonal awareness – Interacts with a variety of people, treats them with respect and handles conflict effectively to work with others collaboratively.

Problem solving – In-depth analysis of problems to find appropriate solutions.

Team Player – Enjoys sharing knowledge and encouraging development of others to achieve specific team goals

PERSONAL INFORMATION

Age	: 24 years old	Height	: 161 cm
Gender	: Female	Weight	: 109 lbs.
Birthday	: December 10, 1992	Mother	: Helen L. Monsada
Place of Birth	: Mangaldan, Pangasinan	Occupation	: Housewife
Citizenship	: Filipino	Father	: Mario L. Monsada
Religion	: Roman Catholicism	Occupation	: Deceased

CHARACTER REFERENCES

Katherine S. Yap
Senior Operations Manager
Green Pasture People Management Inc.
09178132622

Hanna Gieta D. Orquia
Training and Organizational Development Officer
Green Pasture People Management Inc.
09567330205

Bryan D. Visperas
Human Resource Officer
Green Pasture People Management Inc.
09054552488

KIMBERLY JETT L. MONSADA, RPm
Applicant