



## ERENE MARI-AN R. GOMEZ, CHRP

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International Federation of Professional Managers – Membership Number 143091

### PROFESSIONAL SUMMARY

HR Professional with 15+ years of experience in Human Resources Management, offering strong expertise across recruitment process and retention, mediation and conflict resolution, benefits and compensation, HR records management and HR policy development and compliance. Proven ability to operate as a versatile HR generalist, driving organizational efficiency and supporting a high-performance workforce.

### WORK EXPERIENCES / ACHIEVEMENTS

#### MIT-AIR SALES CENTER, INC. - Sole Distributor of Mitsubishi Heavy Industries in the Philippines

##### HR MANAGER

April 2010 - August 2025

- Managed the full recruitment process of the company. From sourcing, interviews, orientations & on-boarding.  
*Handled almost 300 direct employees consisting of Engineers, Technicians, Drivers, Office Staffs, Managers and almost 200 sales promoters for appliance store nationwide under 5 different manpower agencies.*
- Led in the decision-making and implementation of HR policies, procedures, programs and functions with my three HR staff for 8 branches of the company and almost 200 stores nationwide.
- Managed employee relations, investigating and resolving conflicts to maintain a positive work environment.  
*Worked well with the Union Officers of the company for the implementations of code of discipline and work ethics.*
- Implemented performance management systems, providing constructive feedback and coaching opportunities to employees. *High retention rate of Employment was established during my term.*
- Payroll administration overall in-charged using the Payroll Plus System to ensure accuracy while maintaining strict confidentiality standards for sensitive employee information.
- Ensured legal compliance with labor laws by conducting regular updating of policies as necessary. *In 2014 under my leadership, the company was granted the compliance certificate by the Department of Labor and Employment.*
- Worked with management to achieve compliance with organizational policies, providing clarifying information and recommending necessary changes.

#### MARC-PIERCE FASHION DESIGN SERVICES

##### HR CONSULTANT – Part Time

May 2014 - August 2025

- Administered employee benefits program effectively to ensure proper enrollment, timely updates and accurate recordkeeping. Maintained personnel records and statistical data to establish accuracy and compliance with applicable regulations.

### SKILLS

End to End HR Processes  
HR Policies and Procedures  
Compensation and Benefits

Employee and Labor Relations  
Payroll Administration & Management  
Microsoft Office: Word, PowerPoint, Excel

### EDUCATION Universidad De Manila (Formerly known as the City College of Manila) - Philippines

Bachelor of Science in Psychology Batch 2006, Cum Laude