

ANGELIE BAYABAN

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Palmerston North Phase 2 Block 2 Lot 21 Tanza, Cavite

Education

RIZAL TECHNOLOGICAL UNIVERSITY - Boni Avenue, Mandaluyong City	August 2018 - June 2022
Bachelor of Arts in Political Science	
<ul style="list-style-type: none">Dean's lister in A.Y. 2019-2020, 2020-2021	
AMA COMPUTER COLLEGE - R. Magsaysay Boulevard Sta. Mesa Manila	June 2016 - Mar 2018
Diploma in Accountancy Business Management	
<ul style="list-style-type: none">Leadership Award	
SIATON NATIONAL HIGH SCHOOL - Brgy. 3 Siaton, Negros Oriental	June 2012 - Mar 2016
General Academic Strand	
MANTUYOP ELEMENTARY SCHOOL - Brgy, Matuyop Siaton, Negros Oriental	June 2006 - Mar 2012
<ul style="list-style-type: none">with honors	

Professional Experience

PEARSON MANAGEMENT SERVICES PHILIPPINES INCORPORATED – (LTE)	December 2023 – June 2024
Communications Center Representative/ HRIS Coordinator	
In my role, I played a crucial part in ensuring that employees had a positive onboarding experience, received timely and accurate payments, and received the support they needed for their projects. My expertise in using various administrative systems was key in maintaining the efficiency and effectiveness of the company's HR and administrative functions.	
THOTH PTE. LTD. – PHILIPPINES (FREELANCE)	April 2022 – June 2024
Content Moderator/ AI Developer/ Trainer	
As a Content Moderator, I was responsible for overseeing and managing user-generated content on various platforms to ensure it adheres to community guidelines, legal standards, and company policies. My role was crucial in maintaining a positive and safe online environment for users by reviewing, moderating, and managing content submitted to the platform.	
As a Content Moderator Trainer, I was responsible for developing and delivering comprehensive training programs designed to equip new and existing content moderators with the skills and knowledge necessary to effectively manage and moderate user-generated content. My role was essential in ensuring that moderators understood and applied platform policies and best practices to maintain a safe and positive online environment.	
GIGAZEN TECH DATA PROCESSING – PHILIPPINES	October 2021 – April 2022
Transcriber-QA	
In my role as a Transcriber-QA, I was responsible for transcribing audio content with high accuracy and ensuring the quality of transcriptions met stringent standards. My exceptional aural skills and precise transcription abilities contributed to my rapid promotion to Quality Assurance (QA) within a week. Additionally, I maintained strong social skills and effective communication within the company, despite the lack of face-to-face interactions.	
IBEX GLOBAL PHILIPPINES - Shaw Boulevard, Mandaluyong, Philippines	November 2017 - March 2018
Recruitment Intern	
As a Recruitment Intern in a BPO setting, I was involved in supporting the recruitment team with various tasks related to sourcing, screening, and onboarding candidates. My role provided me with valuable experience in the recruitment process and helped me develop a comprehensive understanding of talent acquisition within a fast-paced BPO environment.	

Achievements

- CSC Professional Eligible (August 2023)