



MA. ANGIA J. VITO, LPT, RPm, CHRA, CPST, CLDP

Human Resources
Trainer
Educator
Customer Service

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09692868576

✉ angiavitoc@gmail.com

📍 Block 10 Lot 27 Phase 1,
Westwood Highlands Brgy.
Langkaan1, Dasmariñas
City, Cavite

SPECIAL SKILLS

- Computer Literate (MS Word, Excel, Power Point, Outlook)
- Comprehensive Administration and Interpretation of Psychological Tests
- Capacity in Evaluation of Psychological Reports and Individual Inventory
- Knowledge in Basic Nihongo and Spanish, Fluent in Filipino and English
- Good command in training and seminar workshops
- Good leadership, communication and interpersonal skills
- Good problem-solving and decision-making skills
- Ethical Awareness
- Excellent in the training and development and onboarding facets of HR

EDUCATION

Master of Arts in Psychology
Major in Industrial
Psychology
Polytechnic University of the Philippines
2021 - present

Bachelor of Science in
Psychology
Cavite State University - Main
2011 - 2015

PROFESSIONAL EXAMINATIONS PASSED

Philippine Career Service Examination (CSE Professional)

Licensure Examination for Teachers (LET)

Licensure Examination for Psychometricians (BLEP)

Certified Human Resources (CHRA)
Associate by HREAP

Certified Learning and Development
Professional (CLDP)

NATIONAL CERTIFICATION

Events Management Services NCIII - TESDA
Certified People Skills Trainer (CPST) -
Project AHA Psychological Trainings and
Services

WORK EXPERIENCES

○ August 2023 - present

● Virtual Freelancer Asia

VA - General Admin Assistant

- Email handling
- Admin task
- CRM Management
- Handling ads
- Chat support

July 2021 - September 2023

Appen Services Philippines

HR Coordinator - Training Platform

Assessments and Recruitment

- Primary administrator/expert of Criteria Corp portal, answering employee questions as needed.
- Provide assessment links for teams as requested via the Monday.com request form.
- Create team Workstyle reports as team members change.
- Conduct virtual/live team sessions to interpret team strengths and potential gaps prior to hiring or for team health checks. Build capability with HRBPs.
- Stay current with the Criteria Corp roadmap of new products and services.
- Work with the Criteria Corp vendor to create competency-based assessments as competency frameworks are created.
- Facilitate on a rotational basis with other team members New Hire Orientation in the PH.

REFERENCES

Ms. Loran Camille V. Sara

Campus Librarian
Cavite State University - Trece

Phone: 09515385036
Email: cvillarante@cvsu.edu.ph

Ms. Alyanna Abas-Patino

Jail Officer 1
Bureau of Jail Management and Penology

Phone: 099979467312
Email: alyannaabas26@gmail.com

Kristi Conlon

Learning and Development Leader
Appen Global

Phone:
Email: kcekristiconlon.com

June 2015 - June 2017

Abenson Ventures Inc HR Staff/Generalist

Recruitment and Onboarding:

- Assist in the recruitment process, including posting job openings, screening resumes, conducting interviews, and facilitating the selection of qualified candidates.

Employee Relations:

- Serve as a point of contact for employees, addressing inquiries, concerns, and providing guidance on HR policies, procedures, and programs.

Training and Development:

- Coordinate and facilitate training sessions on HR policies, compliance, and other relevant topics.
- Assist in the development and delivery of training programs to enhance employees' skills and knowledge.

June 2017 - June 2023

Cavite State University


AMA Computer College

College Professor | Senior High Instructor

Teaching and Instruction:

- Prepare and deliver engaging lectures, presentations, and classroom activities to convey subject matter effectively.
- Facilitate discussions, encourage critical thinking, and promote active student participation.
- Develop course syllabi, lesson plans, and instructional materials aligned with course objectives and academic standards.
- Provide guidance, clarification, and support to students through office hours, email, and online platforms.

All information written in this document as my credentials and qualification are certified true and correct to the best of my knowledge


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