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**MARY GRACE E. ROPEREZ**

Sitio Masagana, Brgy. Bantigue

Pagbilao, Quezon

09082685359

[grace.roperez@yahoo.com](mailto:grace.roperez@yahoo.com)

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| **OBJECTIVE** |

To work for an organization which provides me the opportunity to improve my skills and knowledge in the field of work where my background is suited.

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| **SKILLS** |

* Competent to work in a flexible environment.
* Know how to work with self-initiative.
* Computer proficiency (MS Word, Excel and PowerPoint)
* Good in oral and written communication skills

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| **EDUCATIONAL BACKGROUND** |

**College** : **Manuel S. Enverga University Foundation**

*Course* : Bachelor of Science in Business Administration

*Major* : Human Resource Development Management

June 2010 - April 2014

**High School** : **Talipan National High School**

Pagbilao, Quezon

June 2005 - April 2009

**Elementary** : **Bantigue Elementary School**

Pagbilao, Quezon

June 1999 - April 2005

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| **WORK EXPERIENCE** |

**ROD FABRICATION & INDUSTRIAL SUPPLIES**

143 Maharlika Highway Sta. Anastacia Sto. Tomas Batangas

HR Staff

May 5, 2014 to January 6, 2015

**Duties & Responsibilities:**

* Responsible to seek qualified applicants to fill in the vacant positions in the company and providing general administrative support for hiring and selection.
* Screening of resumes and identify qualified applicants, scheduling applicant’s for interview, conduct character background of every potential applicants.
* Provide company orientation for newly hires employee, employees contract signing and other duties that involves in processing applicants application.
* Prepare and posting of company memos and announcement for new implements company policies and procedures.
* Issuance of employees memos (tardiness and absences) and reprimands and handles employees counseling.
* Safekeeping of 201 files and other confidential documents of HR Department.
* Process and handle SSS Remittances, Phil health, PAG-IBIG and other permit and documents that need to process as per mandated by Philippines Labor Law.
* Performing routine clerical duties including the processing of mail, filing, photocopying, faxing, and data entry.
* Preparing the daily time record of every employee.

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| **TRAININGS** |

**OJT at Human Resource Management Office**

Municipal Government of Pagbilao

**Digital Communication and Technical College Inc.**

Desktop Application (Microsoft Word and Internet)

June to September 27, 2007

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| **ACHIEVEMENTS AND AWARDS** |

* **Dean's Lister** (Second Semester S.Y. 2013-2014)
* **Academic Excellence**

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| **AFFILIATIONS** |

* **Outstanding Achievement in Leadership**
* **Junior People Management Association of the Philippines (JPMAP) -** CES Coordinator
* **Council of Business Students (CoBS) - MSEUF Chapter -** Member
* **Junior Financial Executives of the Philippines (JFINEX) - MSEUF Chapter -** Member

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| **SEMINARS ATTENDED** |

**Orientation Seminar for Contractors and Subcontractors**

June 17, 2014 –DOLE WODP Training Center, Lipa City Batangas

**A Comprehensive Look on Specialized Industries: Banking, Insurance and Agriculture Accounting**

March 19, 2014 - Rodolfo B. Abadilla Hall MSEUF, Lucena City

**Job Interview 101: Leading to Successful Employment**

March 6, 2014 - Rodolfo B. Abadilla Hall MSEUF, Lucena City

**Human Resource Dynamics and Forecast**

September 17, 2013 - AEC Little Theater, MSEUF, Lucena City

**Human Resource Management in the 21st Century**

March 9, 2013 - Rodolfo B. Abadilla Hall MSEUF, Lucena City

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| **PERSONAL DATA** |

**Birthday :** November 27, 1992

**Sex :** Female

**Civil Status :** Single

**Nationality :** Filipino

**Religion :** Roman Catholic

**Height :** 5’2”

**Weight :** 47 kls.

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| **CHARACTER REFERENCES** |

**Mrs. Lorna E. Ignacio Mr. Gear A. Arellano**

Professor, MSEUF Lucena City Professor, MSEUF Lucena City

09102584732 09194002468

**Mrs. Isabelita E. Lucila**

HRMO Head,Municipal Government of Pagbilao

[isabelita\_lucila@yahoo.com](mailto:isabelita_lucila@yahoo.com)

*I hereby certify that the above information is true and correct to the best of my knowledge*

*and belief.*

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**MARY GRACE E. ROPEREZ**