Sydney D. Dondon

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# EDUCATION

**Ateneo de Manila University | 2012 | BS Management**

Providence University, Taiwan | 2011 | Exchange Student

Parang High School | 2008 | Valedictorian

# EXPERIENCE

## Ex Consultants Agency | Senior Executive Recruiter *August 2014 – December 2014*

Searched for management consultants from top consulting firms and placed them into full-time and project-based roles. Used LinkedIn to search for profiles which fit the position requirements. Conducted initial interview of candidates and endorsed qualified candidates to the project leader.

## IBM GPS Delivery | HR Tower| Practitioner- Service Associate *May 2012 – July 2014*

• Resolved time and wage related issues. Confirmed missed payments and requested for off cycle checks to be issued. Verified overpayments and provided settlement options to the employees. Computed for supplementary payments due to a military leave, retroactive payments due to a backdated rate increase, and sick payout due to a leave of absence.

• Coordinated employee profile updates to various HR departments in order to proceed with the processing of payments.

• Created guidelines for the correct processing of new tasks. Revised previous versions of the process guidelines in line with the changes in the payroll structure as well as the availability of new technology.

• Managed the team’s task allocation and ensured that all the tasks are completed by the end of the week.

## Aegis ‘12 | Ateneo de Manila University| Associate Events Director *June 2011 - March 2012*

Collaborated with The Agencie Inc. to facilitate an efficient photo studio for graduating students. Created floor plans for the venues and oversaw activities which include the registration process, taking of photos and the editing. Coordinated with the Client Services department in handling student complaints regarding errors on names and courses. Reached students whose information in the yearbook is missing or may be incorrect.

## Delfi Marketing Inc. | Marketing Intern *May - June 2011*

Assisted in managing the company booth in World Trade Center during the Tindahan ni Aling Puring: A Sari-sari Store Convention. Sold company products and helped the team reach the target sales figure. Verified expenses for promos, listing fees of products and salaries of personnel. Gave insights on possible promotional strategies.

## FERN Inc. | Finance Intern *April - May 2011*

Encoded and balanced accounts into a new MLM software and resolved glitches in the system. Also attended company trainings required for multi-level marketing structures.

## Alay ni Ignacio | Ateneo de Manila University | Math Instructor *March – June 2009; March - June 2010*

Taught public high school students algebra and geometry in preparation for their next school year math. Created lesson plans, class activities and exam questions. Conducted coaching sessions with students who need to catch up with the lessons. Also met with the students’ parents to provide feedback on their children’s performance.

## Road Safety Project Proposal, Ford Philippines| Project Member *January - April 2008*

Won 2nd Place

Scanned the school environment and drafted a proposal which will create an improved traffic system. Consulted with the local engineering agency and tested the proposal’s feasibility.

# ORGANIZATIONS

## Pathways to Higher Education | *2004 - Present*

## World Financial Marketing Alliance | *2013 - Present*