

I WILL BE YOUR HR BUSINESS PARTNER

TALENT ARCHITECT VIRTUAL ASSISTANT

BRANCHILE CALUNA



This is me

With over 6 years experience, I've been exposed to different facets of HR. A professional who's responsible for making sure that employees follow all policies and procedures. Has a broad knowledge of human resources functions from hiring to onboarding and from employee compensation to evaluation.



Current Projects

I am currently working as HR Administrator, a significant portion of my responsibilities revolves around administrative tasks. These include managing phone calls, emails, and calendars, handling internal and external communications, preparing reports, sending reminders to clients for upcoming deadlines, and fulfilling various human resource duties.



Past Projects

I have been exposed to recruitment and talent acquisition and filled the posts which are more technical by making use of a lot of job sites even social media, and other professional networks like LinkedIn to tap the perfect candidate for the position.



Past Projects

In addition, I possess skills as a graphic designer, specializing in creating logos and covers for clients' online businesses. Moreover, I am responsible for designing eye-catching posters for job advertisements on various social media platforms.



BB Store Logo cover

BRANCHILE CALUNA

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Investing in HR is investing in
the future of your organization



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Let's
Work
Together

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