**GENEVE KAY G. FULGENCIO**

Cellphone: 0916-2143805 / email: ggfulgencio@gmail.com

9683 Pililia St., Brgy. Valenzuela, Makati City, Metro Manila, Philippines

**OBJECTIVE**

I am seeking a position that effectively utilizes strong interpersonal, communicative and organizational skills. My particular interest is in Human Resource position especially in Recruitment. I am currently in my 3rd year and 5th month in Human Resources in Health Care business, hiring Medical related and Administrative positions. I have attended Job Fairs/ Career Fairs in Manila and attended seminars and trainings related to Human Resources.

I am in dire desire to apply in Malaysia for career growth overseas.

**WORK EXPERIENCE**

**The Medical City Clinic - Proser Health Services, Inc.**

Ortigas Center, Pasig City

(**Total years of experience:** 3 years and 5 months

**RECRUITMENT ASSISTANT**

June 1, 2013 – Present

* Sourcing applicants; Call, Text Message or E-mail
* Invite applicants for Exam and Interview
* Administer and assess applicants’ exams
* Interview applicants
* Endorse applicants to Clinic Manager for pre-final interview
* Endorse applicants to Operations Assistant Vice President for Interview
* Administer Job Offer to hired applicants
* Gathering/Documentation of requirements of applicants
* Acts as Liaison Staff for updating of Government Documents (Philhealth & BIR)
* Updating of Government Benefits; SSS, Philhealth and TIN
* Orientation of newly hired employees
* Supervision of HR Recruitment (3) Staffs

**TRAININGS**

**I-Remit Global Remittance (Industrial Setting)** Ortigas Ave., Pasig City**,** February – March, 2013

**Psych Health Home Care (Clinical Setting)** Mandaluyong City**,** November – December, 2012

**San Sebastian Recoletos – Manila (Educational Setting)** Recto, Manila, December, 2012 – January, 2013

**EDUCATIONAL BACKGROUND**

**Tertiary** BS Psychology University Of The East – Recto, Manila,2009 – 2013

**Secondary** Paco Catholic School Paco, Manila***,*** 2005 – 2009

**Primary** Paco Catholic School Paco, Manila***,*** 1999 - 2005

**AFFILIATION**

**UE Psychological Society** University of the East- Manila/ Member, 2009 – 2013

**UE Peer Facilitator** University of the East- Manila/ Member, 2011- 2013

**Psychological Association of the Philippines** University of the East/ Member, 2012 - 2013

**- Junior Affiliates (PAPJA)**

**SEMINARS ATTENDED**

**PSYnergy 7** “Bakit Masarap ang Bawal?”

De La Salle University, Manila/ **February 22 – 23, 2013**

**6th ACAS International** “Nature and Culture: Environmental Issues in Asia”

**Conference** Ateneo de Manila University, Loyola Heights, Quezon City/ **July 29, 2012**

**Echo Seminar** “Psychology in Knowledge, Knowledge in Psychology”

University of the East, Manila/ **February 23, 2012**

**PSYnergy 6 “**Ang Sikolohiya ng Pag-ibig, Pagmamahal at Pagnanasa”

University of the Philippines, Diliman, Quezon City/ **February 17 – 18, 2012**

**PAPJA Convention** “Strengthening Psychology, Serving the Nation”, 25th Annual Convention

Colegio De San Juan De Letran, Intramuros, Manila/ **January 13 – 14, 2012**

**PSYnergy 5**  “Strengthening Psychology as a Profession”

Far Eastern University, Sampaloc, Manila/ **March 4 - 5, 2011**

**PSYnergy 4**  “The Psychology of Social Responsibility: The Social Responsibility of Psychology”

University of the Philippines, Diliman, Quezon City/ **February 26 - 27, 2010**

**PERSONAL DATA**Age: 24   
Date of Birth: September 19, 1992   
Gender: Female   
Citizenship: Filipino   
Religion: Roman Catholic   
Civil Status: Single   
Language: Tagalog, (Written and Spoken: 10), English (Written and Spoken: 10)

**CHARACTER REFERENCES**

**Dr. Maria Rosario E. Monce** Former Professor, Mentor/ dr\_monce06@yahoo.com

**Dr. Gary Dy** Guidance Counselor, Mentor  
University of the East Psychology Department Contact #: 0922869327

**Alfredo V. Primicias III** Former Superior

The Medical City Clinic, Proser Health Services, Inc.