



Laurenzie D. Asistio

Pasig City, Metro Manila 1600, 09158294271,
nzie.asistio49@gmail.com

Professional Summary

Detail-oriented professional with 4.5 years of experience and a proven knowledge of staff training and development, records management, and operations management. Aiming to leverage my skills to successfully reach the supreme achievement of the organization

Education

MARCH 2015

B.S. Psychology major in Early Childhood Education
St. Paul University, Quezon City, Metro Manila

MARCH 2011

B.S. Pharmacy
Centro Escolar University, Makati City, Metro Manila

MARCH 2010

High School Diploma
St. Paul College, Pasig City, Metro Manila

Experience

JUNE 2017 - CURRENT

Human Resource

Hitachi Elevator Philippines Corporation | Makati City, Metro Manila

- Screen applicants to evaluate if they meet the position requirements
- Develops a pool of qualified candidates in advance of need
- Performs in-person interview with candidates
- Administers appropriate company assessments
- Make recommendations to the hiring manager
- Coordinate interviews with the hiring manager
- Conduct reference checks by verifying employment information and contacting the professional and personal contacts provided by the candidate
- Negotiate salary pay and finalizing the arrangements between the company and candidate
- Staying current on the company's organization structure, personnel policy, and laws regarding employment practices

JULY 2016 - MARCH 2017

Operations Coordinator

SGS Philippines, Inc. | Makati City, Metro Manila

- I am responsible for overall coordination of the certification process of client companies in support to the division in the area of documents,

materials, package and invoice preparation and file/database maintenance.

- Audit Scheduling ● Audit Itinerary
- Audit Logistics
- Audit Certification Preparation and Issuance

FEBRUARY 2016 - JUNE 2016

Contact Researcher

Upwork Inc. | Makati City, Metro Manila

- I was given a list of companies that I have to work on and I would do my research based on those companies. Once the template was given, I would input all the required data, for example, employees in the marketing department and other specific lists of instructions. The tools that I was using were LinkedIn, Salesforce and Google

APRIL 2015 - NOVEMBER 2015

Professional Medical Representative

A. Menarini Philippines, Inc. | Taguig, Metro Manila

- Achieves targeted sales of healthcare products through efficient promotion to medical practitioners
- Implements marketing and sales program including strategies directed towards the achievement of market growth
- Sufficiently acquire and maintain product knowledge that will effectively translate into sales in accordance to business objectives ● Meets business and scientific needs of healthcare professionals

Skills

- Excellent communicator ● Recruitment coordination
- Meeting and conference ● Results-oriented coordination
- Time management skills

Trainings and Seminars

- Informatics- "Advanced MS Excel" July 2019
- Jobstreet.com- "Lock In Your Candidates To Increase Show Up Rate" April 2019
- Ariva Academy- "Recruitment and Talent Acquisition Summit 2018" November 2018