

Pamela Anne Almaden

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Blk 11 Lt 21 Dominica St. Solariega, Talomo, Davao City
Registered Psychometrician

Experience

Human Resources Specialist, Crescode Corporation

March 2020 – Present

- Maintains and updates digital records of employee information in the HR database.
- Develops and oversees new hire orientation, onboarding efforts and employee termination process
- Creates job descriptions and organizational charts across all departments, and provides support in the consolidation of these documents.
- Be accountable for all decisions, actions, and directives with respect to job responsibilities.
- Implements HR Policies and procedures to ensure compliance to internal and local regulation.
- Captures insight on workforce, researched, designed, crafted, and implements people programs on Talent and Culture.
- Executes and facilitates designed-and-approved engagement programs for all ranks of employees.
- Conducts internal employee satisfaction surveys.

Human Resources Specialist, Contagious Inc.

May 2019 – March 2020

- Managed the maintenance of employee 201 files, inclusive of contracts and employee movement announcements.
- Conducted the onboarding of new hires and the off-boarding process for resigned staff.
- Supported day-to-day ad-hoc requests from employees, including reference letters, statutory leave, benefits, and others.
- Prepared contracts, renewals and employee letters.
- Assisted compensation and benefits processes.
- Administrated leave records and medical benefits.
- Liaised with external benefits provider to ensure accurate administration of local benefits, including private medical insurance, accidents at work insurance, occupational health and safety, etc.
- Assisted in the annual development plan for employees and leaders.

Human Resources Specialist, Focusinc Group Corp. (now known as FGC+)

November 2017 – May 2019

- Did call-outs and text blasts to potential applicants.
- Screened and interviewed applicants.
- Warmed candidates regarding pre-employment requirements.
- Managed multiple trackers of the talent acquisition department.
- Conducted the onboarding of new hires, inclusive of contracts and orientation programs.
- Enrolled new hires to Philhealth and BIR.
- Updated and tracked employee HMO information.
- Tracked the cascading of policy orientation.
- Encoded and managed employee 201 files manually and electronically.
- Created job descriptions and organizational charts of all departments.

Education

Master in Psychology

Ateneo de Davao University, Graduate of 2019

Bachelor of Arts in Psychology

CAP College Foundation, Graduate of 2016