



JAN CARLO S. SEVILLA

About me: I am a passionate communications and peoples person with shared experience in the Human Resources, Marketing, and Business Management. Adept in creating and implementing communication strategies in the workplace based on company regulations, demographics and industry trends. Proven ability to lead, inspire and develop individuals to succeed.

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OBJECTIVE

A Communication and Human Resources position in a dynamic work environment that will deliver opportunities for growth, learning, and career advancement.

EDUCATION

Graduate: *Masters in Business Administration for Executives*

SOUTHWESTERN UNIVERSITY, Cebu City, Philippines 6000

QPA: 1.24/1.0 Graduated (May 29, 2011)

Tertiary: *Bachelor of Mass Communications*

SILLIMAN UNIVERSITY, Dumaguete City, Philippines 6200

QPA: 2.83/4.0 Graduated

Others: *Worker's Institute in Labor Law Certificate, UP Diliman*

Former Vice President of a Toastmasters Club for 2 terms

SMYPC Employee of the Quarter, Nominee Employee of the Year

Secondary Education:

LA SALLE ACADEMY, Iligan City, Philippines, 1998-2002

WORK EXPERIENCE

***Human Resources Assistant**

**Payroll and Time Management, Third Party Management, Administrative Services
Recruitment, Employee and Labor Relations, Community Relations, Communications**

San Miguel Yamamura Packaging Corporation

San Miguel Corporation Cebu Complex, Mandaue City, Cebu 6014

April 1, 2008 --- Present

- Process payroll of the employees (timekeeping, input of adjustments, additional earnings, overtime, loans, generating and printing of payroll reports)
- Knowledge of the SAP System for payroll and benefits processing
- Office-in-charge when Manager is on Official Business or on leave
- Department Safety-in-Charge and conducts monthly assessment of plant facilities
- Department Security Management representative and conducts quarterly inspection of plant building and premises, in-process and finished goods storage, production, processing and packaging areas, raw materials storage, laboratory, utilities, personnel facilities, offices and function areas
- Inputs and summarizes the vulnerability assessment worksheet per plant process
- Assist in the conduct of mock recalls, traceability exercises, and other Crisis Management System related functions especially in the implementation of the Covid Protocols and the changing Government Guidelines
- Lead and participate in HR Process Projects and Quality Circle Projects
- Handles and liaise with the Third Party Contractors (Security, Canteen Concessionaire, Janitorial, Production Operators), prepares recommendation memo
- Ensures Third Party Contractors are compliant with the Plant requirements from bidding to awarding and that they adhere to the Philippines standards to prevent findings during audits of DOLE, customers and stakeholders.
- Conducts investigation and counselling to erring employees
- Assists in the conduct of the ASEAN Federation of Glass Manufacturers Conference in the Philippines (2015, 2019)
- Conducts orientation to Third Party Contractors, Plant Visitors, New hires, and Stakeholders the rules and regulations of the company in adherence to GMP-5S, FSMS, QMS, SMS, EMS, CRM, ISO-9001:2015, and other management systems
- Assists in the revision and updating of plant manuals and systems
- Assists in the establishment and application of HR Policies and Labor Relations Management guidelines to protect the company from labor issues
- Assists in the conduct of labor cost assessment and in processing of labor contracts
- Leads the canteen committee, conducts monthly meetings with the concessionaire, reviews contract, prepares recommendation memo and advise pre-bidding if needed
- Ensures that the canteen concessionaire strictly follows the cleanliness protocols, and that food served are fresh, healthy, and affordable
- Department representative to the FSMS Team and conducts daily monitoring of the plant facilities and personnel under the scope of the HR
- Reports lacking materials and defective equipment and do the purchase requisition
- Conducts recruitment and screening of all approved vacancies for San Miguel Yamamura Packaging Corporation Cebu Glass and Power Plant & MCLP Cebu
- Maintains a regular and updated pool of applicants for current and future vacancies by joining job fairs, posting in schools and through connections (grass root marketing)
- Maintains good relationship with stakeholders, schools, and government agencies and continually market the San Miguel Brand
- Ensures that all requirements for hiring are complied with according to Company guidelines, and documents are properly kept (201 Filing)
- Ensures that 201 Files are attached with the checklist and that proper documents are filed in accordance to the data privacy act

Résumé: JCSSevilla

- Facilitates the deployment of on-the-job trainees including processing of all requirements, proper orientation and documentation
- Supervise all the On-The-Job trainees
- Prepares the files of all new hires and ensures that these are complete and in accordance to Corporate guidelines
- Prepares budget for the Employee Relations and Community Relations Programs
- Facilitate the conduct of approved “Employee Relations Programs” for the year: (Summer Event, Employee Service Awards, Christmas Party, Birthday Bash, Flag Ceremony, Sports Tournament, Talent Competition, Mass and etc.)
- Facilitate internal communications within the plant through: Proper distribution of internal memos, regular updating of bulletin boards, regular distribution of company magazine and etc.
- Facilitate the conduct of approved “Community Relations Programs” for the year: (Day Care Feeding, Bottle Recovery Program, Donations and Sponsorships, Blood-Letting, Christmas Gift-Giving, Creek Cleaning, Tree Planting, Mangrove Planting, Livelihood Programs, Media Party, Brigada Eskela)
- Conduct plant tours within the three plants
- 100% clearing of Non-Conformance report prior to management review
- Coordinator in plant’s employee programs
- Coordinator in plant’s corporate social responsibility programs
- Conceptualize and choreographs presentations for the plants events
- Conducts physical fitness activities (Hip Hop Abs, Aerekaebo, Taebo, Walkathon, Jogging, Zumba) for employees to be physically fit and provide weekly health tips through e-mail and bulletin board posting
- Sources and develops suppliers that can provide cost effective materials, supplies, and services needed during events, programs, and other plant requirements (Lights, Band, Sound System, Caterers, Hotels, Restaurants and other needed talents)
- Purchases and handles the delivery of materials, supplies, and services
- Facilitates the budgeting and liquidations during events and programs
- Manages internal and external customer relations
- Writes news features, capture & provides photos for the plants newsletter
- Handles and arrange travel arrangements, accommodations, sending of flowers, tokens or gifts for guests, clients, suppliers and staff during visits, and special occasions, liaise with the different hotels in and outside the country
- Experienced in maintaining complex, ever changing schedules, arranging meetings with VVIP’s, planning events, client and supplier liaison, tracking expense reports and over-all administrative support
- Handles confidential and non-routine information and explain policies when necessary
- Assist in various projects and/or special projects designated by head office
- Acts as a Crisis Management Assistant Coordinator and updates key contact list by semester or whenever there are major organizational changes
- Communications Council Plant representative
- Attends Communications meetings in Head Office or online and cascade Communication agendas
- Leads the Communications Team and handles the dep’t representatives
- Brainstorms, writes articles, edit articles, design the layout, and is in charge of the dissemination of the bi-monthly newsletter to the whole SMYPC including top management in our head office through email and posting in designated areas
- Other ad hoc duties not stated

Plant Manager Office Staff

Golden Coco Ventures – SMC Iligan Coconut Oil Mill Plant, Iligan City

November 4, 2007 – March 4, 2008

- Participate and assist in the plant’s employee and community programs

Résumé: JCSSevilla

- Computes the daily output of the oil production
- Assists the plant manager in his daily task and undertakings
- Schedules the itinerary of the plant manager
- Records minutes during meetings
- Books the manager and co-employees during travel to clients, meetings, and business trips
- Manages customer relations

Supervisor & Proprietor (Personal Business, 14 years' operating)

JIC Wellness and Novelty Shoppe, Iligan City

April 13, 2007 – Present

- Social Media Marketing, logistical arrangement with couriers and customers, advertisement and promotional organization
- A family business, which is general merchandise. In charge of the auditing, payroll, cashier, customer relations, inventory, clerical work, and over-all management

Marketing Assistant

Philam Insurance Agency, Cagayan de Oro City & Iligan City

June 01, 2006 – March 31, 2008

- Sends promotional to existing and prospective clients, conducts studies and grass root marketing, prepares PowerPoint presentation materials
- Trains new insurance agents regarding the products, rates and policy conditions offered by Philam Insurance
- Conducts refresher course to tenured insurance agents regarding the products and introduce new products, rates, and policy conditions offered by Philam Insurance
- In charge of the issuance of receipts and cashiering
- Payroll administration and customer relations

News Feature Writer (OJT)

Sunstar, Dumaguete City

January 16 – May 11, 2006

- Writes news features for Sun Star Dumaguete
- Conducted research with colleagues for the news feature assigned

News Reporter & Disc Jockey (OJT)

DYSR Killerbee 95.1 FM Radio Station, Dumaguete City

December 20, 2005 – March 8, 2006

- Conducted research for local news stories in Dumaguete City
- Interviewed local public officials, police officers, and mass people regarding certain news items for the City
- Revised and delivered the news items in Visayan Language for DYSR PULSO segment aired at 6 a.m. to 8 a.m.
- Conducted research in the local and international entertainment industry for the entertainment news segments of the station and deliver it live on air
- Tandem with resident disc jockeys and tackled certain topics on air regarding the youth and entertainment industry
- Entertained feedback from listeners and read greetings and community announcements

Team Leader

Advertising Campaigns Class, Silliman University

October 2005 – March 2006 (1 semester)

- Conducted research and statistics on how to advertise Silliman University globally on a Tri-media perspective with a P2, 000,000.00 budget

Résumé: JCSSevilla

- Linked with the public relations class on the competitive advantage of the University and how to market the university in a global perspective
- Interviewed graduates' of Silliman on how their education differed from other educational institution
- Made a presentation with colleagues and presented it to the Board of Trustees of Silliman University

4th Year Level Representative President, 4th Year Level Class

Kapunungan Ng Mga Mass Communicators, School of Communication

Silliman University, Dumaguete City

June 2005 – May 2006

- Conducted assemblies, agendum, fund raising activities, environmental awareness, student involvement drives for the School of Communication

SEMINARS, TRAININGS, & CONFERENCES:

Basic Human Resources Training

MLP Global Management and Development Center

Personal Wealth Management

MLP Global Management and Development Center

Targetted Selection Training

San Miguel Brewery Inc., Mandaue Supply Center

Excellent Customer Service Training

Gear Up Team and Training Specialist, Cebu City

Philippine Business for Social Progress 23rd Annual Meeting

Ramon Aboitiz Foundation Inc., Casino Español

Work Attitudes, Values, and Ethics Training

MBA Executives Batch 13, Southwestern University

Entrepreneurship Seminar

MBA Executives Batch 13, Southwestern University

Good Manufacturing Practices and 5S Training

Occupational Health System and Safety Training

Records Management System Training

Quality Management System Training

Environmental Management System Training

Crisis Management System Training

Internal Audit Management System

San Miguel Yamamura Packaging Corp. Mandaue

Communications Training, Business Writing, Photography, and Events Management

Head Office Center, SMYPC

Lean Manufacturing Training

Lear Corporation, Gabriela Plant, MEPZ1

Breakthroughs in Science and Technology Conference

Engr. Rene Burt Llanto, Regional Director, DOST VII,

Managing Adult Depression Conference

Dr. Margarita Cinco Holmes, UP Diliman

Teaching as a Mission Conference

Dr. Welthy Villanueva, Bayaning Pilipino Awardee

Managing People, Providing Opportunities Conference

Mr Schubert Caesar C. Austero, PMAP President

Utilization of Researches in Higher Education Institution

Dr. Isagani R. Cruz, Professor Emeritus, DLSU Mnl

CSR ON-THE-GO

Ms. Camille Buenaventura, Ms. Gisela Tiongson, Mr. Jeffrey Tarayao, Ms. Maria Pamela S. Castro

INTRODUCTION TO FSSC 22000 FSMS

Mr. Anthony Caesar S. Dadulla, Neville-Clarke PMAP Conference 2014, 2015

Labor and Employee Relations Conference 2016

Revised Rules of the DO 183-17

Admin Investigation & Grievance Handling 2021

Refresher on Compensation and Payroll Management 2021

Refresher on Labor Relations Seminar 2021

External Audit Exposure (SGP, BVC, ISO)

Government Initiated Seminars

Other trainings and conferences certificates will be provided upon request.

References upon request due to Data Privacy Act