

www.linkedin.com/in/charity-rose-ramos-70609b31 (LinkedIn)

Top Skills

Employee Relations
Project Management
Microsoft Office

Languages

Filipino (Native or Bilingual)
English (Full Professional)

Charity Rose Ramos

Chartered Professional in Human Resources
09663301272
charityroserosramosmonte@gmail.com

Experience

ShipERP

Head Of Human Resources

December 2018 - Present

Develop human resource strategy, deploy key HR products and services, provide consulting, decision support and change management services to build value and competitive advantage through people and organization.

Prepare employment contracts, letters and HR correspondence and provide advice to managers and staff on general HR matters

Advise management on effective organization design to deliver business results, and provide pro-active support to plan and implement business transformations or strategic organization change programs

Provide advice and support to staff and managers on general HR and employee relations matters such as total rewards program, performance management, Talent acquisition, succession and manpower planning, etc.

Conduct end to end recruitment and selection activities. Actively recruit for positions utilizing appropriate selection tools in line with company practices. Ensures that the company hires the right talent for the right position.

Manage and oversee the career path development for the admin team members in order to ensure they are provided with the opportunity in obtaining relevant skills training and lend an ear to hear out challenges and provide suggestions/resolve issues together as a team.

Develop HR policies, procedures, contracts, checklists, templates and ensure they are reviewed regularly and maintained in accordance with law

Assist team to implement HR process improvements across the full end to end employment cycle functions and add value to the employee experience

Maintain discretion and strict confidentiality in relation to all staff employment information and HR matters

Department of Transportation - Philippines

Administrative Officer IV / Institutional Development Specialist

July 2016 - December 2018

Manage the establishment of the new bureau/office, hiring of staff and consultants, procurement of supplies, furniture and equipment, plus ancillary services such as telephone, fax and internet;

Ensure that proper filing and document recording systems are in place so that all material, including relevant emails are recorded;

Implement financial management and control systems to ensure that all expenses are properly recorded and documented;

Manage the security and maintenance of the office to ensure that premises are kept safe, clean and presentable; and

Led the research and development in institutionalizing Cebu BRT;

HMR Philippines, Inc.

Human Resources Officer

July 2014 - June 2016

Philippines

Handled end to end recruitment

Supervised attendance, timekeeping and payroll preparation.

Conducted orientation for newly hired employees and responsible for the turnover of the new employee to his/her work group

Wrote Notice of Termination

Wrote Notice of Decision and Notice of Resolution

Conducted Labor Relations Talk

Conducted Administrative Hearings

Wrote Office Memorandum

Author of the Company Policy on:

- a. Project Manager's Allowance
- b. Hiring of On Call Staff

- c. Over Time Guidelines
 - d. Warehouse Key Holder Allowance
 - e. Training
 - f. Grievance
- Conducted Administrative Investigation

Semper Avanti
EVS Volunteer
September 2013 - September 2014
Wrocław, Dolnośląskie, Poland

Department of Social Welfare and Development
Project Development Officer III
July 2012 - October 2013
Quezon City

Monitored and evaluated implementation of the program
Prepared consolidated reports and submit its recommendations relative to the implementation of the program
Developed monitoring guidelines, tools and reporting system
Conducted assessment and evaluation of projects and programs implemented
Established data banks of project stating its current status (physical and financial)
Monitored DSWD Projects in the following areas: ARMM, Region XI, Region XII

VXI Global Solutions, LLC
Human Resources Business Partner
August 2011 - July 2012
Quezon

Wrote Notice of Termination
Wrote Notice of Decision and Notice of Resolution
Conducted Labor Relations Talk
Conducted Administrative Hearings
Wrote office memorandum
Conducted administrative Investigation
Participated in developing the Company Code of Conduct and Discipline

AMA Group of Companies
Human Resources Supervisor
September 2007 - August 2011

Ortigas

Handled all aspects of company benefits:

Reviewed the following documents:

- Appointments of newly hired employees.
- Re-ranking of faculty
- Promotion in rank/level of non-academic employees
- Salary adjustment

Monitored status of hiring

Conducted initial interviews of applicants.

Ensured that policies of the college are strictly followed and that disciplinary actions are implemented.

Prepared departmental budget for future forecasting.

Supervised attendance and timekeeping and payroll preparation.

Scheduled and oriented newly hired employees and responsible for the turnover of the new employee to his/her work group.

Computed performance ratings of all non-academic employees.

Evaluated department staff performance and prepares / reviews bi-monthly manpower inventory and monthly personnel vacancy report.

Performed other related duties as may be assigned by the superior.

With Teaching units in the field of specialization (teaches Philippine History and Governance)

Education

Philippine Law School
Bachelor of Laws (LLB)
Date Graduate: 2013

Polytechnic University of the Philippines
Bachelor in Public Administration and Governance
Date Graduated: 2005