

NORIE WILDA NAPULI-ARGUEDO

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OBJECTIVE

To be able to work in a company where I can impart my knowledge and skills and at the same time will enhance both my personal and professional development.

SUMMARY OF QUALIFICATIONS

- Almost 9 years of work experience in Human Resources Department with exposure on the different facets like Benefits and Compensation, Employee Engagement, Workplace Learning and Performance, Talent Attraction and Organizational Development
- 5 years solid experience in overseeing and supervising the Human Resources Department as strategic partner of the organization
- With experience in handling different workers in Hospitality Industry, Education, Medical Services, Construction and Manufacturing from rank and file to executive level
- Has solid experience in crafting and implementation of Standard Operating Procedures, policies and manuals to ensure effective and efficient delivery of services to employees and to customers
- With exposure on Medical, Life and Personal Accident Insurance coverages and availment
- Has experience in organizing company events like team building, Focused Group Discussion (FGD), training and employee engagement activities
- With exposure in ISO Quality Management System
- Has exposure on Project Management
- Good team player with excellent written and verbal communication skills
- Can work under pressure and needs no to minimal supervision
- Highly organized but very open to learn

SKILLS SET

Computer literate (MS Word, MS Excel, MS PowerPoint, Canva, Basic videomaking, HRIS)
Can communicate well in English
Can facilitate Focused Group Discussions (FGD)/ group processing
Has the ability to conduct interview and research
Can construct an assessment instrument
Can make training assessments and conduct training

Can make company SOPs and policies

Work Experience:

HR Head

Primary Structures Corporation

June 22, 2018-Present

Responsibilities

- Oversees the HR Shared Service Group in delivering HR services to employees across the Primary Group of Builders (Primary Structures Corporation and its Affiliates)
- Supervises HR Service Delivery Team and coordinates with Occupational Health Services for medical related benefits
- Facilitates availment of Company initiated benefits- review and screen applications, make recommendation for approval and coordinates with different departments for the availment/purchase or the request
- Facilitates renewal of company insurance: Group Medical and Life Insurance, Personal Accident Insurance- review proposals, make recommendation, arrange orientation, process enrollment and deletion and process premium payment
- Screens employees for movement or promotion
- Prepares and makes recommendation for salary adjustments for all employee movement (movement in employment status) and due for promotion
- Conducts final interview for new employees in HR Department
- Does Job Offer
- Monitors HR data analytics and make reports to BOD for reference
- Makes policies related to company benefits and availment of HR services
- Works with Legal Department for retrenchment, project completion and retirement of employees
- Point of contact for the implementation and concerns of HRIS

HR Supervisor

Primary Structures Corporation

May 22, 2016- June 21, 2018

Responsibilities

- Oversees and supervises other facets of HR- Timekeeping, Workplace Learning and Performance and Employee Engagement
- Evaluates performance of other HR and makes recommendation for movement
- Does same tasks as an HR Officer under Benefits Administration

HR Officer (Benefits Administration)**Primary Structures Corporation**

February 28, 2016-May 21, 2016

Responsibilities

- Facilitates availment of Company Benefits
- Facilitates renewal of company insurance: Group Medical and Life Insurance, Personal Accident Insurance- review proposals, make recommendation, arrange orientation, process enrollment and deletion and process premium payment
- Responsible in ensuring payment to hospitals
- Responsible in processing insurance claims
- Facilitates accomplishment and submission of Philippine Statistics survey: Annual, Quarterly
- Responsible for the leave availment of employees
- Facilitates Performance Appraisal (Distribution and Collation)

HR Officer (Training)**Primary Structures Corporation**

March 1, 2015- February 27, 2016

Responsibilities

- Responsible for Training Logistics
- Responsible in updating employee training records (HRIS and 201)
- Conducts Training Needs Assessment
- Responsible in facilitating Post Training Evaluation

HR Officer (Employee Relations)**Primary Structures Corporation**

March 11, 2013- February 28, 2015

Responsibilities

- Facilitates travel request (accommodation and per diem)
- Facilitates Deed of Donation
- Responsible in organizing and implementing of company activities such as: Kids at Work Program, Wellness, Rummage Sale, Christmas party, First Friday Mass, BUILD Program, Corporate Social Responsibility

Organizational Research & Development Officer**Mayflower Hotels & Properties**

June 2011 – February 28, 2013

Responsibilities:

- Responsible in proposing and making policies/protocols to improve the company and organization's operations
- Conducts assessments, monitoring/audit to ensure company policies are implemented

- Ensures to address the needs of the organization to become sustainable, productive and effective through Standard Operating Procedures in all departments, corrective and preventive action plans
- Sees to it that there is a workable operating system in all departments and operations of the company
- Conducts training to staffs on different topics base on the need of the operation
- Works hand in hand with the Human Resource Officer for staffing needs like recruitment and selection, training and employee development program

College Guidance Counselor and General Psychology Teacher

Saint Joseph College

July 2010 - May 2011

Responsibilities:

- Adviser of the Peer Facilitators
- Conducts assessment and counseling of students
- Performs teacher performance appraisal
- Serves as Part Time Teacher in college for General Psychology subject

Organizational Research & Dev't Officer

Mayflower Realty, Inc

May 2006-June 2010

Responsibilities: Same as mentioned above

On-the-Job Trainee

Berovan Marketing, Inc.
Human Resource Department

April - May , 2005

Unilab Philippines
Work: responsible for issuing
Official receipts and for Sales
Promotion

April - May , 2005
(2 Weeks)

Part Time Job

Tutorial (Five & Nine years old)

July-March
SY 05-06

EDUCATIONAL BACKGROUND

Tertiary Education : **University of the Philippines Cebu College**
Bachelor of Arts in Psychology (2002-2006)
Cum Laude

Secondary Education : **Saint Joseph College (1998-2002)**

Primary Education : **Saint Joseph College (1990-1998)**

PERSONAL INFORMATION

Birth Date : March 27, 1985

Age : 36 yrs old

Civil Status : Married with two (2) children

Course : BA Psychology

Citizenship : Filipino