

# Patricia Beatrice Cordero

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Metro Manila, Philippines

## PROFESSIONAL GOALS

To obtain a fulfilling and challenging position that would provide an opportunity for career advancement through training and experience in the field of Human Resources.

## SKILLS

Fluent in Filipino and English language.  
Knowledgeable in Windows Applications.

Has a positive attitude towards work.  
Skillful in verbal and written communication.  
Proactive and has an outstanding skill in dealing and relating with people.

## WORK EXPERIENCE

### HR ASSOCIATE

ESSILOR SHARED SERVICES PHILIPPINES INC. | APRIL 2021 TO PRESENT

- Support to HR Manager and HR Business Partner on all company wide activities
- Planning and execution on all HR Engagement Activities
- Reports maintenance, generation and management
- Assist in planning, developing and improving company benefit programs and analyzing benefit cost
- Administers company benefits program, enrollment and policy features
- Conducts offboarding interviews
- Counsel employees related to work-related concerns
- Assist in processing documents and releasing of Final Pay

### HR ASSOCIATE

ESSILOR SHARED SERVICES PHILIPPINES INC. | OCTOBER 2019 TO MAY 2020

- Administers company benefits program, enrollment and policy features
- Planning and Execution on all HR Engagement Activities
- Assist in processing documents and releasing of Final Pay
- Managing of 201 Files

### ADMINISTRATIVE AND HR INTERN

ALOG & COMPANY INC. | MARCH TO MAY 2019

- Support to HR and Administrative Manager
- Assisted in the end to end recruitment completion process
- Assisted in planning on all HR engagement activities
- Managing 201 files

## EDUCATION

### DE LA SALLE UNIVERISTY - DASMARINAS

BACHELOR OF ARTS IN PSYCHOLOGY (2014 TO 2019)

- Dean's Lister | A.Y. 2018-2019 2nd Semester
- Psychology Program Council
  - Documentations and Sports Committee | A.Y. 2018-2019
  - Promotions and Sports Committee | A.Y. 2017-2018
- DLSU-D Psychology Society
  - Organization Member | A.Y. 2017-2018