



Ma. Corazon D. Valenzuela

#7 Ruth St., Metrogate Complex, Pandayan, Meycauayan, Bulacan

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SUMMARY

A highly motivated senior Human Resources Head with a proven track record in strategic & Operational HR. Proven experience in cultural change, talent development, organizational change in dynamic organization. I am looking to be part of people focused organization where I can add value to the business through innovative and practical HR initiatives.

ACCOMPLISHMENT

Training Development

Conducts training needs analysis for employees; formulates Training Plan to address the skills gap of associates and identify necessary program of potential talent to the next level role.

Leads HR Planning sessions to operative level to assess the readiness of employees to handle higher level position/Employee Career Development Plan

Implementation of Performance Improvement Plan to employees with DP (Developmental Performance) result.

Talent Acquisition

Hired more than 100 qualified sales frontliners to manned the new organizational set up of the company.

Direct Job Fair activities for talent pooling and implementation of succession planning results.

Operations

Achieved 97% rating in Route to Market HR Operations audit versus previous year at 65%.

Leads dissemination of new company policies and initiatives.

Acts as point person for HR Operations related audit in payroll, administrative cases ,benefits implementation and Quality Management System for Human Resource Department.

Labor Relations

Regularly conducts labor management council meeting with union officers in coordination with head office LR Group. Reviews implementation of Collective Bargaining Agreement across all covered positions and monitors action plan and agreed resolution of issues and concerns.

Spearhead social development activities in the region and regularly submits comprehensive report to main office.

Employee Discipline

Review incident report and Issue notice to explain to erring employees; conducts administrative hearing with area managers, recommends sanction to functional leads ; presents admin cases to company lawyer for alignment and guidance

EMPLOYMENT HISTORY

Personal Collection Direct Selling Inc

March 15, 2021-January 16, 2022-Regional HR Manager

Handling HR Operations in Central Luzon including end to end process of recruitment, managing employee discipline, execution of special projects of Corporate HR to CL region , implementation of Health Safety Protocols, Performance Management System from associate to managerial level; overseeing payroll and benefits concern of employees. Supervise submission of all DOLE requirement and branch audit.

Yanyan Intl. Phils Inc

September 2020- March 01, 2021-HTR Manager/Consultant

Recruitment to fill up vacancies in the company; revision and improvement of company rules; handling employee concerns.

Papercon Phils Inc

June m2018- August 2020- HR Head

Over all in charge of HR Department focusing on administration of company benefits, labor relations, employee discipline, end to end process of recruitment, training and Quality Management System of HR.

Coca-Cola Femsa Phils., Inc.

2015-2016 Human Resources Business Partner

Execution of company programs on social development and organizational development, managing employee grievances, implementation of company policies, monitoring of employee discipline, ensure alignment of benefits administration according to company policy and union's CBA. Dissemination of information relative to the employment of all associates.

2009-2015 Human Development Specialist

2005-2009 HR Specialist/Generalist

Assist the HR Manager in managing the concerns of employees and coordinating with other departments /office for possible resolution and process improvement; acts as process owner of HR Department; Training Implementation & Monitoring and recruitment process.

2001-2005 HR Assistant for Benefits

Administration of employee benefits in accordance to company policy CBA and statutory benefits.

1999-2001 HR Assistant for Manpower Planning & Recruitment

Recruits employees to fill up vacancies in the company with reference to approved manning budget and long term plan of the organization.

1997-1999 HR Clerk

Assist HR assistants in performing their job, clerical function.

TRAINING

January 2016 Recruitment Process and Policies
October 2015 Basic Frontline Leadership Training
December 2015 Code of Business Conduct
December 2015 Workers Institute on Labor Law

EDUCATION

1997
Bachelor of Science in Psychology
Centro Escolar University-Malolos, Bulacan

PERSONAL INFORMATION:

Civil Status: Married
Age: 45
Religion: Roman Catholic

Ma. Corazon D. Valenzuela

Applicant

