



Madeliene de la Torre

Human Resources Intern



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SUMMARY

I am the youth federation president in our city for over three years with proven experience in administrative services such as planning and directing activities that help the federation run efficiently

CAREER

2018-PRESENT

SANGGUNIANG KABATAAN FEDERATION PRESIDENT

LGU-City of Talisay, Cebu

- Serves as an ex-officio member of the Sangguniang Panlungsod
- Take the lead in the formulation and implementation of Local Youth Development Plan
- Committee Chairman on Youth and Sports Development and Communication and Information Technology

2021-PRESENT

FIRST DISTRICT REPRESENTATIVE

PPSK- Cebu Province

- Represents the whole First District of Cebu during Executive Committee meetings of the PPSK
- Channel the problems concerning the whole district to the PPSK Office
- Inform and report announcements from the PPSK to the whole district

EDUCATION

2019-PRESENT

SAINT THERESA'S COLLEGE OF CEBU Bachelor of Arts in Psychology

INTERNSHIP

SEPTEMBER

HUMAN RESOURCES INTERN

2021

Quirante Construction Corp.
Naga City, Cebu

- Interview applicants about their experience, education and skills
- Contact references and perform background checks
- Process paperwork

SKILLS

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- Microsoft Office skills
 - Communication skills
 - Written skills
 - Time management
 - Detail-oriented
 - Reliability