IVY J. TEJENO

Professional Summary

Dedicated Human Resources professional bringing 16 years of expertise in benefits administration, recruitment and staff development. Talented in bridging gaps between labor forces and management to achieve objectives. Driven and decisive with passion for building and retaining highly effective teams. Highly-effective Human Resources Manager delivering successful strategies for maximizing personnel retention and productivity. Knowledgeable in manufacturing industry compliance.

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EDUCATION

University of San Jose-Recoletos
Cebu City, Philippines
2002
Bachelor of Science in Industrial Engineering

SKILLS

- **SUCCESSION PLANNING**
- **RECRUITMENT**
- **LABOR NEGOTIATIONS**
- **WORKFORCE IMPROVEMENTS**
- **COMPENSATION AND BENEFITS**
- **STANDARDS COMPLIANCE**
- **STRATEGIC PLANNING**
- **TEAM BUILDING**
- **TRAINING**
- **STAFF SUPERVISION**
- **HOME VISITS**
- **TIME MANAGEMENT**

SEMINARS ATTENDED

- Occupational Health & Safety Officer Guidelines Training, TUV Rheinland October 24-26, 2017.
- ISO 14001:2015 Environmental Management System Awareness, TUV Rheinland February 20, 2017.
- Re-orientation on Wage Distortion, MEZ RTWPB-7 September 23, 2016

WORK HISTORY

Metro Wear, Inc.
Lapu-Lapu City, Cebu, Philippines

Human Resources Manager
February, 2012 - October 2020

- Coordinated activities of human resources team, distributing resources and personnel effectively across organization to meet HR needs.
- Promoted employee buy-in of organizational objectives by conducting orientations of new team members and regular town hall meetings for established employees.
- Managed random semi-annual drug testing for over 10% of total employees.
- Maintained current knowledge of industry regulations and legislation to amend policies as needed and promote compliance.
- Followed programs closely to assess effectiveness and make proactive changes to meet changing demands.
- Developed succession plans and promotion paths for all staff.
- Collaborated with legal and compliance teams to review paperwork, intake feedback and ensure viability of available information for new training processes.
- Worked with managers to achieve compliance with organizational policies, providing clarifying information and recommending necessary changes.
- Briefed new hires on essential job information, such as company policies, employment benefits and job duties.

Globalwear Manufacturing Incorporated
Lapu-Lapu City, Cebu, Philippines

Human Resources Supervisor
October, 2010 - January, 2012

•• Followed programs closely to assess effectiveness and make proactive changes to meet changing demands.

• Developed succession plans and promotion paths for all staff.

• Facilitated onboarding sessions and on-the-job training for new hires, bolstering employee job position knowledge and skillset.

• Planned, monitored and appraised employee work results by training managers to coach and discipline employees.

• Improved office efficiency by effectively managing internal communications and correspondence.

• Completed human resource operational requirements by scheduling and assigning employees.

• Maintained work structure by updating job requirements and job descriptions for all positions.

• Oversaw all HR needs for 3000+employees.

• Counseled leadership and offered actionable initiatives to increase knowledge of compliance-related issues addressing equal employment opportunity and sexual harassment.

• Collected and analyzed information to monitor compliance outcomes and identify and address trends of non-compliant behavior.

• Developed disaster and recovery strategy to prepare company for hazardous weather conditions, nuclear accidents and terrorist attacks

Metro Wear, Inc.
Lapu-Lapu City, Cebu, Philippines

Training Officer
February, 2004 - September, 2010

• Evaluated success of training programs and recommended improvements to upper management to enhance effectiveness.

• Identified training needs and planned classes accordingly.

• Established personnel qualifications and coordinated onboarding activities.

• Reviewed and edited all training materials for accuracy and company policy compliance.

• Managed new employee orientation training process for more than 1000 employees each year.

• Coordinated ongoing technical training and personal development classes for staff members.

- Developed surveys to identify training needs based on projected production processes and changes.

• Managed all exempt employee coaching, training and performance improvement actions.

• Developed departmental systems and procedures to better align workflow processes.

• Led daily, weekly and monthly coaching, counseling and feedback sessions.

• Trained staff during demonstrations, meetings, conferences and workshops.

• Implemented new learning strategies depending upon employees' skill levels.

• Conducted orientation sessions and organized on-the-job training for new hires.

Mactan Apparels, Inc.
Lapu-Lapu City, Cebu, Philippines

Process Engineer
July, 2002 - February, 2004

• Developed manufacturing processes that were robust yet simple to perform.

• Conferred with engineers and designers to investigate and solve failure issues.

• Worked to create safe, low-cost and dependable designs.

PERSONAL REFERENCES

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