



📍 1210-C V. Rama Ave.,
Guadalupe, Cebu City

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Date of Birth : March 07, 1992
Civil Status : Single
Citizenship : Filipino
Religion : Roman Catholic

SKILLS

- ◇ Text formatting and office computing: word, excel, power point and publisher
- ◇ Multi-tasking ability
- ◇ Self-motivated in dealing with people
- ◇ Can work under pressure
- ◇ Flexible
- ◇ Customer Service Oriented

MARY ANN C. LACAO **Human Resource Personnel**

WORK EXPERIENCE

Cebu CFI Community Cooperative Human Resource Personnel January 7, 2013 to present

- Monitors Daily Time Record of Employees
- Monitors employees late and absences
- Monitors employees leave
- Prepares employee's payroll
- Prepares employees monthly allowance
- Responsible for compliance of mandatory contributions
- Conduct initial interview of applicants
- Facilitates examination for applicants
- Orients newly hired employees
- Makes memos
- Assists meetings and seminars of officers
- Process Officers honorarium
- Accommodates employees concerns
- Keeping 201 files of employees
- other clerical tasks that may be delegated from time to time

EDUCATION

Bachelor of Science in Business Administration Major in Financial Management

Holy Name University - Tagbilaran City, Bohol
October 20, 2012

SEMINAR/S ATTENDED

- Work Ethics and Effective Communications
- Performance Appraisal System Training
- Succession Planning Seminar

AWARD RECEIVED

- **EMPLOYEE OF THE YEAR 2014**