

Rosanna Padit Asne

149 Guyabano St. Sampaloc II BF Parañaque City Philippines 1700
rbpasne@gmail.com / <https://www.linkedin.com/in/sana-asne-7b715b137/>
Mobile Number: Viber/WhatsApp/Telegram: +639154592550

EMPLOYMENT HISTORY

1. HRAD LEAD – TALENT MANAGEMENT, ORGANIZATIONAL DEVELOPMENT AND ANALYTICS

Pro-Excel Property Managers Inc. (a subsidiary of Filinvest)

Muntinlupa City, Philippines – January 16, 2019 – May 8, 2022)

- Workforce Planning, Job Analysis
 - o Coordinate with HRBP and Leaders in forecasting manpower requirements
 - o Review workforce matrix
- Talent Acquisition and Onboarding
 - o Oversee the full cycle of Talent Acquisition
 - Ensure that all manpower requirements are met within the TAT
 - Regular communication with hiring managers
 - Negotiate and do job offers
 - o Oversee New Employee Onboarding Program (NEO Buddy and new hire check-ins) throughout the onboarding process.
- Performance Management
 - o Ensure that Job Descriptions and Objectives and Key Results are available during objective-setting
 - o Manage and review the performance management process, including current job descriptions, standards of performance (OKR) and performance evaluation tools (Appraisal Form, Coaching Log, and PIP Form)
 - o Assist in creating and implementing capacity building programs in the performance management to enable managers to effectively evaluate and measure individual and team performance and to optimize performance and productivity
 - o Strengthen high performance culture by coaching managers/leaders in conducting frequent meaningful conversations
 - o Implement and manage effective recognition programs to reward employees
 - o Facilitate annual promotion process
- Learning and Development
 - o Conduct a training needs assessment (TNA), gather data, analyze, and present the result to Top Management
 - o Design learning interventions aligned with the organizational and individual needs
 - o Recommend alternative approaches to address performance gaps
 - o Coordinate with external training providers
- Career Pathing and Succession Planning
 - o Identify key areas and critical positions to the organization's operational activities and strategic objectives
 - o Establish talent profiles
 - o Determine potential employees to fill the key areas and positions
- Organizational Development and Analytics
 - o Conduct organizational needs assessment (Employee Pulse Survey) from data gathering to analysis of findings
 - o Design OD interventions and evaluation process to address organizational gaps
 - o Develop, initiate, and maintain effective programs for workforce retention, promotion, and succession planning
 - o Facilitate implementation of recruiting, hiring, learning and development, and other related initiatives
 - o Contribute to strategic initiatives with HR team and other departments and act as a consultant
 - o Communicate strategies to whole organization (Executive, Line Leaders, Supervisor, Rank and File)
 - o Coordinate with Filinvest's HR, Strategy and Center of Excellence through HRBP for directions and further instructions

Accomplishments:

- Spearheaded internal strategic planning (SWOT, reinforcing VMC – Vision, Mission, and Core Values), and HR Operations Planning
- Approved Job Grade Matrix and Standard Job Titles
- Updated Job Descriptions across the organization
- Successful transition from KRA to OKR
- Growth Rate Analyzation from 2017 up to 2021
- Implementation of Programs such as:
 - o Occupational Safety and Health Training (biannual)
 - o Workplace Socialization (Birthday celebration, Years of Service, Learning Champions, Customer Service Week, Mental Health, Focused Wednesday, Teambuilding, etc.)
 - o New Employee Onboarding Program – NEO, NEO Buddy, New Hires' Check-In

- o Internal HR Audit
- o HR Process Documentation (mapping as-is and to-be processes)
- Successful merger and acquisition of Pro-Office Work Services (subsidiary of Filinvest Group)
- Compensation Package Realignment
- Studied 2021 Attrition (Employee Reasons vs Employer Findings, Attrition Rate for Key Positions, Employee Pulse Survey Result, and Recommendations / Future Studies)

2. SUPERVISOR | HR - CORPORATE TRAINING

RyoAki Group of Companies - Parañaque City, Philippines – April 23, 2018 – November 22, 2018 (7 months)

- Training
 - o Analyze training and organizational needs
 - o Design training programs (for new hires and existing employees)
 - o Create training materials (PPT, Training Manual, QRG, Knowledge Test)
 - o Deliver training (all training types)
 - o Evaluate training
 - o Supervise subordinates
 - o Support and conduct training for different departments (HR, Executive, Purchasing, Admin, Accounting, and Audit) and different business units (RyoAki Taxi, RAK (rent-a-car), RyoAki Gas Station, Osaka Takoyaki (restaurant), and Kana (restobar))
 - o Conduct team building activities and company events
 - o Create operational manuals

Achievements:

- Created modules and delivered training for various subsidiaries (Osaka Takoyaki, RAK, Ryoaki Taxi, Ryoaki Gas Station, and Kana) nationwide
 - o Workplace Etiquette and Effective Management for Leaders
 - o Workplace Etiquette and Improving Employee Engagement for Staff
 - o Process Documentation Training and Workshop

3. ASSOCIATE PROCESS AND L&D TRAINER | HR - Learning and Development

AIG Shared Services– Muntinlupa City, Philippines - April 28, 2014–June 15, 2017 (3 years and 3 months) - *promoted*

- Design Training Curriculum and Training Materials (Training Deck, Training Manual, Participant's Guide, Knowledge Assessment) based on both the organization's and the individual's needs
- Project Management: Document processes by creating SIPOC, Process Map (High Level and Detailed), Standard Operating Procedure then created training materials
- Deliver training like Process, Non-Process, Developmental, Systems and Professional Training and complete training reports

Achievements:

- Professional of the Quarter – Q1 2015
- Professional of the Quarter - Q2 2016
- Author: Foundation of Finance and Collections (Finance for Non-Finance)
- Successful projects (migrations) here and abroad
 - o Accounts Payable Support (New Jersey USA – November 2016)
 - o Australia Concur Support (Muntinlupa City, Philippines via Webinar – April 2016)
 - o APAC FP&A (Muntinlupa City, Philippines via Webinar – October 2015)
 - o EMEA AP UK and Nordics (Muntinlupa City, Philippines via Webinar – October 2015)
 - o Legal Operations (Muntinlupa City, Philippines via Webinar – May 2015)
 - o Singapore AR Collections (Muntinlupa City, Philippines via Webinar – May 2015)
 - o Quality Control (Alpharetta, Georgia USA – February 2015)
 - o Philippines Account Receivable Collections (Makati, Philippines – May 2014)

4. KEY RESOURCE PERSONNEL - South Africa First Notice of Loss

AIG Shared Services - Muntinlupa City, Philippines - April 1, 2014 – April 27, 2014 (1 month) - *promoted*

CUSTOMER SERVICE REPRESENTATIVE- South Africa First Notice of Loss

AIG Shared Services - Muntinlupa City, Philippines - December 18, 2012 – March 31, 2014 (1 year and 5 months)

- Assist customer by registering claims telephonically and via email
- Prepare and send Acknowledgment Letter and Need Letter (Request for Outstanding Documents) via e-mail, fax and post

5. CUSTOMER SERVICE SPECIALIST – Sprint and Directv

Convergys Philippines - Muntinlupa City - Dec 2005 - Feb 2011 (5 years and 2 months)

- Answer phones and respond to customer requests
- Sell product and place customer orders.
- Provide customers with product and service information.

- Up sell products and services.
- Research and resolve billing issues.

6. **ENGLISH TEACHER**

MIT Universal Institute - Muntinlupa City - January - September 2005 - Part-time (9 months)

- Teach English language to Korean Nationals
- Create lesson plans.
- Explain things through gestures, pictures, and demonstrations to make the discussion easier.
- Create weekly development report.
- Other duties as assigned.

7. **PRESCHOOL TEACHER**

Little Ranch Learning Center - UPS 2, Parañaque City
Pre-Nursery, Preparatory, and Kindergarten - March 2003 - March 2005 (2 years_

- Establish clear objectives for all lessons, units, and projects, and communicate those objectives to children.
- Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Establish and enforce rules for behavior, and procedures for maintaining order.
- Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, and storytelling.
- Meet with parents and guardians to discuss their children's progress and needs, determine their priorities for their children, and suggest ways that they can promote learning and development.

EDUCATIONAL BACKGROUND

Master's in Industrial Organizational Psychology (incomplete)

De La Salle University – Dasmariñas, Philippines
SY 2021 - present

Certificate in Teaching Program

De La Salle University-Dasmariñas, Philippines
2nd semester - Summer SY 2004-2005

Bachelor of Arts in Psychology

De La Salle University – Dasmariñas, Philippines
SY 1999-2003
(BS Accountancy 1998-1999)

CERTIFICATIONS AND LICENSES

Certified Human Resources Professional – Trained

March 19, 26, and April 2, 2022
Certification Number: To be assigned

Mental Health First Responder

Certificate No.: PH-000002120
Granted: December 16, 2019
Valid for 3 years

Certified Six Sigma Yellow Belt and Green Belt Trained

Certificate Number: CSSYB-2019-82-05
Six Sigma Philippines
Issued September 2019
No Expiration Date

Licensed Professional Teacher

Bachelor of Secondary Education Major in Social Studies

Registration Number: 1670022
Registration Date: 10/04/2018
Valid Until 02/16/2023

PERSONAL INFORMATION

Nickname	:	Sannah
Age	:	41 years old
B-day	:	February 16, 1981
B-place	:	Parañaque, Philippines
Religion	:	Catholic
Status	:	Married
US Nonimmigrant Visa Holder	:	B1/B2 valid until 2025
Affiliation	:	Psychological Association of the Philippines Mental Health First Response Philippines - Volunteer