

JERJEAN MARIE P. BACARON

Blk 5 Lot 36 La Costa Brava Del Sol, Brgy. Banago, Bacolod City

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Email: jerjeanmariebacaron@gmail.com

Education

Assumption College, Makati City

Bachelor of Science in Psychology

Date Graduated: May 2017

GPA: 1.2301 / 1.0000

Distinctions: Cum Laude, Mother Rosa Scholarship Awardee, Top 5 Best Thesis in Psychology

— **Significant Coursework**

Psychological Assessment | Abnormal Psychology | Guidance and Counseling | Social Psychology
Developmental Psychology | Theories of Personality | Experimental Psychology | Group Dynamics
Psychological Statistics | Industrial Psychology | Research in Psychology

— **Internship**

2016 On-the-Job Training

The Medical City Ortigas Psychiatry Ward, Trainee

Assisted in the facilitation of Occupational Therapy activities for the patients

Work Experience

HR Administrator

Intelligent Technical Solutions - Work from Home

June 2021 to Present

- HR support
- Processing and triaging of HR tickets / board management
- Answering basic employee concerns
- Assisting with new employee orientation, onboarding, and tools set up
- Offboarding employees
- Conducting exit interviews
- Conducting character reference calls
- Processing employment verification requests
- Filing and organizing of employee documents such as offer letters, termination documents, etc.
- Processing I9 forms for US employees and encoding in E-Verify
- Processing personnel action forms for employee transfers and movements
- Updating employee details in the HRIS
- Generating Certificate of Employment upon request
- Processing employee loan requests
- Attending Disciplinary/Performance improvement meetings
- Drafting disciplinary and performance improvement forms (Performance Improvement Plan Form)
- Auditing HR tools
- Assisting with ad hoc tasks

Work Experience

People Solutions Senior Representative

Concentrix – Bacolod

April 2021 to June 2021

HR Associate

Bank of the Philippine Islands - Makati

January 2018 to January 2021

Skills

- Proficient in Microsoft Office
- Effective oral and written English communication
- Basic photo editing skills (Canva, Adobe Photoshop)
- Interpersonal skills
- Teamwork

Licenses/Certifications

- Psychometrician Board Exam Passer 2017, PRC

References

Available upon request.