

# Jefferson Ynayan Jimenez



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## **Objective:**

To obtain an experience that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

## **Educational Background:**

### **Graduate School:**

**Master of Arts in Industrial Psychology**  
Pamantasan ng Lungsod ng Maynila  
Intramuros,  
Manila 2015-  
2021

### **College:**

**Bachelor of Arts in Psychology**  
Olivarez College  
Dr. A Santos Avenue Sucat Road Parañaque  
City 2010 – 2014

### **High School:**

Parañaque National High School-  
Main Kay Talise st. San Dionisio  
Parañaque City 2006-2010

### **Elementary:**

San Antonio Elementary  
School San Antonio,  
Parañaque City 2000-2006

## **Work Experience:**

QBE Group Shared Services  
23<sup>rd</sup> Three NEO Building,  
3<sup>rd</sup> Ave cor 30<sup>th</sup> St. Bonifacio Global City,  
Taguig, Manila, Philippines

### **HR Specialist**

**September 6, 2021 – present**

#### Job Description:

Currently assigned on Compensation and Benefits supporting all North America employees using Workday and SNOW live to aid on their day-to-day operations.

DoubleDragon Properties  
Corporation DoubleDragon  
Headquarters  
10th Floor, Tower 1, DoubleDragon  
Plaza DD Meridian Park  
Corner Macapagal Avenue & Edsa Extension  
Bay Area, Pasay City, Metro Manila  
Philippines

### **HR Assistant**

**May 22, 2017 – August 30, 2021**

#### Job Description:

Previously assigned in Recruitment, On-boarding and Timekeeping Team. (May 2017 – October 2017)

#### On Recruitment:

- End to end process of recruitment (Sourcing, Pre-emp requirements and Onboarding)
- New hire employees Orientation

#### On Timekeeping:

- Prepare timekeeping report every 15<sup>th</sup> and 30<sup>th</sup> of the month (Manual Timekeeping report)
- Prepare list of employees with absences and tardiness

Transferred to Learning and Development team (October 2017 – present)

#### On Learning and Development:

- Prepare annual training plans for approval of the Management
- Coordinate with different training providers to execute the training plans

- Conduct New Hire Orientation to New Hire employees in Luzon, Visayas and Mindanao.
- Ensure proper process of evaluation, filing and presentation of the success of each semina

Delbros Waterfront Leasing Inc.,  
 888 Delbros Avenue Queensway  
 SubdPascor Drive, Paranaque City

**HR Generalist**

**October 2016 – May 2017**

**Job Description:**

**Main Duties**

- Responsible in updating the HR Employee Master List, Dashboard and Alumni Tracker
- Implements the monthly birthday greetings online
- Monitors and updates the HR Calendar. He makes sure that the department is always ontime with all the scheduled activities
- Ensures that the HR Weekly Task

**On Recruitment:**

- Prepares needed forms for On-boarding newly direct hired employee/s such as ATM application form, company ID application form, government forms, etc.
- Processes BDO ATM account of newly hired employees
- Supervises HR Staff in processing and distributing of IDs and uniforms of newly hired employee/s
- Assists the Recruitment Specialist in the orientation of new

**employees On Compensation and Benefits:**

- Assists in the encoding information of new employee/s in the SSS R3 Program
- Assists in checking and updating HDMF remittance forms of new employee/s
- Assists in preparing employee certifications (Certificate of Employment, Certificate of Contribution, etc.)
- Assists in the Annual Physical Exam (APE)
- Prepares reports of APE

**On Employee Engagement and Training:**

- In coordination with the Quality Enhancement Group (QEG), creates an Inventory of HRMMOPs and creates the Annual MOP Plan based on best practices: MOPs for Update, MOPs for Creation, and MOPs for Disposal
- Takes the lead in communicating the MOPs to the HRD team so that everyone is aware
- Creates appropriate checklists to make it easier to implement processes which have a lot of documentations and various approvals (eg. Recruitment, Resignation, Training, etc.)

## On Employee Engagement & Communication

- Familiarizes new hires to the organization by conducting the Employee On-boarding Process
- In close coordination with the key influencers in the different departments, organizes and facilitates activities for the employees on a regular basis
- In close coordination with the CHRO and the Legal team, takes the lead in implementing the company Employee Manual and the Table of Penalties. He is responsible for investigating transgressions and complying with due legal process.
- He attends to employee concerns and grievances in a respectful and humane manner and makes sure that concerns are promptly and properly addressed after consulting with the Legal team, QEG and CHRO.

Olivarez General Hospital  
Dr. A Santos Avenue Paranaque  
City  
**HR Officer**  
**March 2015-October 2016**

Job Description:  
HR Officer

- Ensure that accurate job descriptions are in place Provide advice and assistance with writing job descriptions
- Provide advice and assistance when conducting staff performance evaluations
- Identify training and development opportunities
- Organize staff training sessions, workshops and activities
- Process employee requests for outside training while complying with policies and Procedures Provide basic counseling to staff who have performance related obstacles
- Provide advice and assistance in developing human resource plans
- Provide staff orientation
- Access funding for training and write proposals
- Monitor daily attendance
- Investigate and understand causes for staff absences.
- Recommend solutions to resolve chronic attendance difficulties.
- Provide basic counseling to staff that have performance related obstacles.
- Provide advice and recommendations on disciplinary actions.
- Monitor scheduled absences such as holidays or travel and coordinate actions
- Ensure the staff absence has been adequately covered off to ensure continuity of services. Inform affected staff or residents of unexpected absences from work and coordinate
- Actions ensuring the continuity of services such as cancellation of events and locating keys Provide advice and assistance to supervisors on staff recruitment
- Prepare notices and advertisements for vacant staff positions.
- Schedule and organize interviews
- Participate in applicant interviews
- Conduct reference checks on possible candidates
- Prepare, develop and implement procedures and policies on staff recruitment
- Conduct exit interviews
- Develop and implement a human resources plan and personnel management policies and procedures.

- Promote workplace safety.
- Provide advice and assistance to staff and management on pay and benefits systems
- Research and monitor human resource systems in other organizations within the community. Explain and provisions of the personnel policy.
- Explain employment standards and legislation such as workers compensation, labor standards and Fair Practice Act.
- Organize the transitional provisions of employee compensation, pay and benefits
- When positions are transferred or new positions are funded through contribution agreements and other special funding arrangements.

Nautilus Medical Clinic  
 Leon Guinto st. Malate,  
 Manila  
**Psychometrician/HR  
 Assistant**  
**June 2014- March 2015**

Job Description:  
 Psychometrician

- The types of tests that psychometricians devise largely depend on the subject matter and objective of the test.
- They may devise tests with multiple-choice questions, essays, true or false statements and situational items.
- The tests are usually in written form, on paper or on a computer.
- Psychometrician take into account the structure of the exam, the range of difficulty, number of questions, testing time allowed and scoring process. They apply statistical methods to record and analyze test results.

HR Assistant

- Assist with day to day operations of the HR functions and duties
- Provide clerical and administrative support to Human Resources executives
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
- Coordinate HR projects (meetings, training, surveys etc) and take minutes
- Deal with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
- Communicate with public services when necessary
- Properly handle complaints and grievance procedures
- Conduct initial orientation to newly hired employee

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McDonalds Philippines  
**Kabihasanan Branch**  
**Paranaque City**  
Restaurant Marketing and Service Crew  
June 2012- January 2014

-Provides customer service, order taking, food assemble in the kitchen and maintain restaurant cleanliness. Hosting parties and provide end to end assistance on marketing and customer support.

**Trainings:**

**Safety Officer 2**

Training completed during  
employment in DoubleDragon  
Properties Corp.  
November 2020

**Personal Information:**

<b>Date of Birth:</b>	July 08, 1994
<b>Age:</b>	27 years old
<b>Place of Birth:</b>	La Union, Bacnotan, Philippines
<b>Status:</b>	Single
<b>Sex:</b>	Male
<b>Nationality:</b>	Filipino
<b>Religion:</b>	Roman Catholic
<b>Languages Known:</b>	Filipino, English and Ilonggo

**Character Reference is available upon request.**



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Jefferson Y. Jimenez