



ALYSSA R. SONG

CONTACT

+639335967058

alyssasong92@gmail.com

Canjulao Lapu-Lapu City, Cebu

SKILLS

- Human Resources Policies
- Time Management
- Good Communication Skills
- Interpersonal Skills
- Confidentiality
- Efficient & Organized

AREAS OF EXPERTISE

- HR processes
- Employee relations
- HR management
- Coordinating activities
- Employee probation periods

INTERESTS

- Crossword puzzles
- Image editing
- Board games

PROFESSIONAL PROFILE

Responsible and Dependable HR Assistant with over 3 years of experience with strong knowledge of human resources practices and office administration. Superior understanding of data entry, file management, customer service, and maintaining confidentiality. Particularly skilled in organization and time management, able to develop innovative systems for maximizing efficiency.

EDUCATION

Bachelor of Science in Travel Management

Cebu Technological University - Main Campus (2017 - 2018)
M.J. Cuenco Ave, Cor R. Palma Street, 6000 Cebu

WORK EXPERIENCE

Human Resource Management Assistant

Civil Aviation Authority of the Philippines
October 2018 - Present

- Updated and maintained employee records, tax documents and benefits information.
- Prepared recruitment lists and job postings, scheduled applicants and checked references.
- Assisted in interview preparation by contacting references, scheduling appointments and participating in recruitment efforts.
- Answering questions from employees.
- Performed assorted office duties as assigned.

Sales Staff (Part time)

Penshoppe Boutique - Gaisano Island Mall
December 2017 - May 2018

- Serves customers by selling products and meeting customer needs.
- Establish, develop and maintain positive business and customer relationships.
- Identify prospective customers, lead generation and conversion.