



Maria Victoria Burce Celis

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WORK HISTORY

METS LOGISTICS INC.
HR ASSISTANT – TRAINING & DEVELOPMENT
Governors Drive Brgy. Bancal Carmona Cavite
September 2022 – October 2022

SANFORD MARKETING CORPORATION
HR SUPERVISOR
SM Headquarters J.W Diokno Boulevard cor. Bayshore Avenue
Mall of Asia Complex Barangay 76 Zone 10 1300 Pasay City
June 2015 – July 2022

SANFORD MARKETING CORPORATION
HR ASSISTANT
No. 77 Avenida Rizal St. Brgy. Molino V City of Bacoor Cavite
April 2012 – June 2015

PANORAMA MONTESSORI SCHOOL OF BINAN
SPECIAL EDUCATION TEACHER
National Highway Binan City Laguna
August 2011 – April 2012

SEMINARS ATTENDED

November 04, 2022 (Webinar)
How to Start your BPO Career in Technical Account (Webinar)

September 29, 2022
METS Logistics Inc. – Multipurpose Hall
Control of Document and Control of Records Cascade

September 28, 2022
METS Logistics Inc. – Multipurpose Hall
ISO 9001: 2015 Quality Management System Awareness

June 11, 2021 (Webinar)
Maximizing Productivity Through Human-Centric Workplace for Retailers

CHARACTER REFERENCES

Maria Victoria A. Armada
HR Manager-Provincial South Luzon
09100709568

Maria Victoria C. Dakanay
HR Manager / Recruitment Manager
09214920140

Arianne Kem V. Hernandez
HR Supervisor
09761389868

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Maria Victoria B. Celis

SKILLS AND COMPETENCIES

HRM Knowledge and expertise
Recruitment and Selection
Training and onboarding
Analytical and data-driven
Proactive and good communication
skills
Computer literate

EDUCATIONAL BACKGROUND

TERTIARY: University of Perpetual Help System - Laguna
Bachelor of Science in Psychology
2007-2011
Sto. Nino City of Binan Laguna

SECONDARY: Gen. Mariano Alvarez Technical High School
2003-2007
GMA Cavite

PRIMARY: Maguyam Elementary School
1997-2003
Maguyam Silang, Cavite

PERSONAL DATA

AGE : 33 yrs. old
DATE OF BIRTH : September 10, 1989
PLACE OF BIRTH : Silang Cavite
GENDER : Female
HEIGHT : 5'0"
WEIGHT : 55kgs.
NATIONALITY : Filipino
CIVIL STATUS : Single
RELIGION : Roman Catholic
LANGUAGES SPOKEN : Filipino and English