

ROSE ANN VALDERAMA FLORES

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CAREER OBJECTIVE

To secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company by sharing my ability and knowledge.

EDUCATIONAL ATTAINMENT

Tertiary
2010 - 2014

Mindanao State University - Maguindanao
Datu Odin Sinsuat, Maguindanao.
Course Graduate: Bachelor of Science in Public Admin.

Vocational
2004 - 2006

Asian College of Science and Technology
2nd floor Hillside Plaza, Brgy. Mayamot Antipolo City.
Course Graduate: Associate in Computer Technology.

WORK EXPERIENCE

May 2021- Present

Bionic Manpower Services, Inc.
Gedisco Centre Bldg. Mabini St. Ermita, Manila

Job Responsibilities

- * Pre Screening/Evaluating applicants.
- * Coordinate the preparation of vacancy announcements, and renew and submit the vacancy announcements.
- * Evaluating CV's if they are qualified for the job
- * Assisting the employer and applicants during the final interview
- * Conducting Special Recruitment Activities in different places
- * Monitors the status of workers for mobilization
- * Updating and sending Status Reports per employers/clients.
- * Performs other tasks and duties, which may be assigned from time to time
- * Keep track of the process of selected applicants.

Dec. 2016-Feb. 2022

Greenfields International Manpower Services
Recruitment Officer
1916 ARC Bldg. Leon Guinto, Malate, Manila

Job Responsibilities

- * Screening applicants upon their application.
- * Sending applicants to the designated clinic to undergo their medical.
- * Sending applicant CV to counterpart agency for their employer's selection.
- * Guiding applicants in completion of their requirements such as NBI, Red ribbon and etc.

- * Scheduling applicants for their TESDA training and assessment.
- * Scheduling applicants for their PDOS and OWWA seminars.
- * Preparing applicant's documents for visa stamping.
- * Preparing applicant's documents for OEC process
- * Undergoing final briefing of the applicants a day before their departure date.

Sept. 2014 – Nov. 2016

**Profile Overseas Manpower Services
Recruitment Staff (Extension Office)**

Unit 1010 Cityland Hererra Tower, V.A Rufino Cor. Valero St.
Salcedo Village, Makati City.

Job Responsibilities

Identify upcoming vacancies,
Coordinate the preparation of vacancy announcements, renewal and submit the vacancy announcements, in charge of the recruitment of applicants, Pre screening of applicants, Evaluating CV's if they are qualified for the job, Assisting the employer and applicants during the final interview, Conducting Special Recruitment Activities in different places. Doing Status Reports of the Accounts handled, Preparing job offers to successful candidates and reference checks, Prepares communications/replies to various clients with regard to day-to-day operations and course these communications.
Orients/briefs newly hired workers with the procedures they have to comply with within the period of their documentation until their time of dispatch. Monitors the status of workers for mobilization, Updating and sending Status Reports per employers/clients. Performs other tasks and duties, which may be assigned from time to time. Doing some admin works like payroll, memos, and monitoring the work of all staff in our extension office only.

July '09 – July 2011

Chimei Innolux Corporation

Assistant Operator
Zhunan Science Park, Taiwan R.O.C

Job Responsibilities

Machine and product inspector, responsible for daily product The report, unloading, and checking of glass panel products for shipping, monitoring, and inputting products on the computer with the use of operating procedure instruction (OPI)
Operating Machine.

Chimei Innolux Product:

Crystal panel and machine manufacturing.

August '07 - July '09

National Housing Authority

Calauan Laguna Project
Clerk Proc. B

Job Responsibilities

Handling Billing & Collecting System, preparing monthly report for the main office. Safekeeping documents, Assisting Informal settlers (relocatees) answering phone calls & fax.

PERSONAL INFORMATION

Age: 35 yrs. old
Date of Birth: October 28, 1987
Place of Birth: Manila
Nationality: Filipino
Civil Status: Married
Height: 5'1"
Weight: 47kgs.
Character to be hired: I am flexible, a fast learner, hardworking and trustworthy person.
Person to be Contacted in case of Emergency: Bernard O. Flores /+639296971124

SPECIAL SKILLS

Computer Literate: MS word, MS Power Point and also MS Excel,
Can Communicate Tagalog and English.

*Character references are to be followed upon request.

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

Rose Ann V. Flores