



Justin Paul Luminarias

HR Business Partner

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WORK EXPERIENCE



PEOPLE SOLUTIONS GENERALIST

Concentrix Service Corporation

April 2017 to Present

(6 years)

Strategic Partner with the world's best brand. Delivering exceptional customer experience as a support. Online over the phone and in the cloud.

- Performing HR duties on the professional level
- Working closely with HR Management
- Employee Relations
- Strategic Partnerships
- Employee Succession
- Employee Performance Appraisal
- Coaching
- Consequence Management
- Policy Implementation
- Recruitment and Selection
- Employment law and Compliance.



HR PERSONNEL OFFICER

Maria Reyna Xavier University

Hospital, INC.

May 2013 to October 2016

(3 years, 5 months)

- Recruitment and selection
- On Boarding process
- New Hire Orientation
- Maintains 201 files.
- Support management of disciplinary and grievances issues

SUMMARY

I'm result driven, aligned in business objectives with years of experience in people management. I am skilled in employee relations, solutions-oriented, and overall HR consultation according to company policies and guidelines.

VOLUNTEER WORK

PARALEGAL

Multiple Election Period

- Representative of Election Candidate
- Writing Reports
- Preparing documents
- Legal Research
- Coordinates Meetings
- Collecting Election Returns

SKILLS

- Communication
- Problem Solving
- Conflict Resolution
- Leadership
- Negotiation
- Change Management
- Skills Management
- Interpersonal Communication

EDUCATION



BACHELOR OF ARTS IN SOCIOLOGY & ANTHROPOLOGY

Xavier University - Ateneo de Cagayan

Year of Graduation: 2007