



# QUEENIE SALAZAR

*Human Resources Officer*

## CONTACT

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 Block 3, Lot 10, Evisa  
Subdivision, KM. 7.5, Purok  
4B, Matina Pangi, Davao  
City, 8000  
Philippines

## COVER LETTER

It is my earnest desire to apply in your prestigious institution in any position that suits my educational attainment and field experiences. I believe that I have the qualifications needed by your company. Please accept this letter as an application.

I am a graduate of Bachelor of Science in Psychology at University of Mindanao, Davao City, Philippines, 8000.

I am currently employed at Robinsons Retail Holdings Inc. as an HR Officer who is responsible for all HR related transactions and processes. In my 8 years of service, I ensure the efficient conduct of manpower planning, talent acquisition, compensation and benefits, training, and employee/labor relations.

Working to your company appeals to me because it has a good reputation and it provides excellent training. Your organization produces a high-quality service, and I can contribute to this with my skills and my ability to work under pressure.

Please refer to my attached resume for further information. I am available at any time if there should be any concern.

Thank you and more success!



# QUEENIE SALAZAR

Human Resources Officer

## PROFILE

I am excellent in time management with a record of leadership in handling organizations. Possesses skills in communication, problem solving and planning. Creative and flexible to adopt in different cultures and environment.

## PERSONAL INFORMATION

- Date of Birth: July 18, 1991
- Nationality: Filipino
- Gender: Female
- Status: Single
- Passport No.: P6778285B

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## ➤ EDUCATION

### BACHELOR OF SCIENCE IN PSYCHOLOGY

University of Mindanao  
October 24, 2009-March 31, 2014  
Recipient of Leadership Award

## ➤ PROFESSIONAL EXPERIENCE

### HUMAN RESOURCES OFFICER

Robinsons Supermarket Corp.  
February 26, 2021-Present

### HUMAN RESOURCES SPECIALIST

Robinsons Supermarket Corp.  
June 4, 2018-February 25, 2021

### HUMAN RESOURCES ASSISTANT

July 1, 2014-June 3, 2018  
Robinsons Supermarket Corp.

## ➤ EXPERT SKILLS

- Human Resources Management
- Proficiency in Microsoft Office
- Interpersonal and Communication Skills
- Problem Solving & Decision Making Skills
- Planning, Leading and Organizing
- Online Researching

## ➤ REFERENCE

### JAZZIEL LEGARTO

HR Manager-Visayas  
Robinsons Supermarket  
+63908-815-5126