ERICA GARCIA ARUTA

BLOCK 319 LOT 12
WATERBIRD ST. RIZAL,
MAKATI CITY,
METRO MANILA,
PHILIPPINES, 1218

+639684462185

ericagarcia511@
gmail.com

Experience

July 2014–Present
Administrative Officer V • Human Resource Management Officer III • City Government of Makati – Human Resource Development Office

Education

Polytechnic University of the Philippines, Manila City

- Bachelor of Science in Business Administration major in Human Resource Development and Management, 2014 Graduate

Communication

Has trainings and experiences in Modern Business Writing, Technical Writing, Reports Presentation, Hosting, and Training People

Leadership

Has supervisory and leadership experiences, trainings, workshops and skills.
Handled HRDO Recruitment, Selection and Placement (RSP) System, Strategic Performance Management System (SPMS), Rewards and Recognition (R&R) System.

References

Engr. Rex Abenoja
Quezon City

Ms. Vissia Marie P. Aldon
Quezon City