

JHOANA ROSE L. BANGALAN - MACASAQUIT

Home Address:

#83 (34 Old No.) Senegal St. Greenheights Subd.

Brgy. Nangka, Marikina City 1808

Present Address: 20 Mejico St. Santolan Pasig City

jbangalan1988@gmail.com

0960-8681734/ 0917- 7327689



Work Experience

VIKINGS GROUP OF COMPANIES

HR OFFICER

February 2017 – January 2021

Duties and Responsibilities

- Offering counseling services to employees.
- Participating in recruitment and firing processes.
- Performing employee background checks and verifying information.
- Communicating policies pertaining to Human Resources, compensation and benefits.
- Conducting exit interviews.
- Collecting and analyzing employee data.
- Using data to create employee profiles.
- Organizing and updating employee files.
- Adhering to regulatory standards.
- Overseeing employee orientation and training.
- Managing employee complaints.
- Undertaking communications and interpersonal skills training.
- Arranging employee physical examinations.

PNI Management Philippines Inc.

Recruitment Officer

June 24, 2016- January 2017

Duties and Responsibilities;

- Drafting job descriptions before posting job vacancies on the Internet is an important duty of a recruitment officer.

- Headhunting involves scouting the market for job candidates. To identify the right candidate, search your database for the person who possesses the qualities desired by your client.
- As a recruitment officer, you assist in the selection process by interviewing applicants, reviewing their testimonials and certificates, or forwarding their resumes to the relevant departments. It is important to follow up on a candidate's references. At the end of the interview process, create a short list of the best candidates and submit their names to the human resource department.
- Evaluates applicants by discussing job requirements and applicant qualifications with managers; interviewing applicants on consistent set of qualifications.
- Determines applicant qualifications by interviewing applicants; analyzing responses; verifying references; comparing qualifications to job requirements.

**Direct Sales Support and Personnel Services/Metro Jobs Payments and Solution
Recruitment Officer
May 27, 2015 – June 20, 2016**

Duties and Responsibility

- Prepare and post jobs to appropriate job board/newspapers/colleges etc
- Source and attract candidates by using databases, social media etc
- Screen candidates resumes and job applications
- Conduct interviews using various reliable personnel selection tools/methods to filter candidates within schedule
- Assess applicants' relevant knowledge, skills, soft skills, experience and aptitudes
- Monitor and apply hr recruiting best practices
- Provide analytical and well documented reports to the rest of the team
- Act as a point of contact and build influential candidate relationships during the selection process
- Promote company's reputation as "best place to work"

Classic Savory SM Marikina
January 29, 2015 – May 12, 2015
Shift Manager

Duties and Responsibility

- Recruiting and staffing.
- Communicate effectively verbally and in writing to all levels of staff.
- Manages the entire restaurant from kitchen up to dining area

Mcdonald's (Golden Archers Development Corp.)
July 2010 – Dec 2014
Assistant Manager

Duties and Responsibility

- Prepares employee for assignments by establishing and conducting orientation and training.
- Recruits, interviews, tests, and select employees to fill vacant position.
- Coordinates management training in interviewing, hiring, termination, promotions and performance review.
- Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separation.
- Prepare and maintain accurate records, file and reports, including responsibility for maintaining personnel records, personnel action forms, time sheets and contracts.
- Manages intern program by conducting orientations; scheduling rotations and assignments; monitoring intern job contributions; coaching interns; advising managers on training and coaching.

EDUCATIONAL BACKGROUND

Tertiary	Pamantasan Lungsod ng Marikina	S.Y. 2005 – 2009
	Bachelor Science in Hotel and Restaurant Management	
Secondary	Roosevelt College Marikina	
Elementary	Roosevelt College Marikina	

Skills and Abilities

- Plan, organize and prioritize work.
- Can demonstrate the highest level of ethical behavior.

- Possess a work ethic that includes neatness, punctuality and accuracy.
- Excellent interpersonal skills to facilitate interaction with the workforce.
- Remain flexible in order to adapt changes in work environment.

Personal Information

Date of Birth: June 20, 1988
Gender: Female
Civil Status: Married

CHARACTER REFERENCES

Ms. Katherine Acebedo
HR Manager
Vikings Luxury Buffet
0905-8155575

Mr. Jaime Rada
Junior Corporate Auditor
Vikings Luxury Buffet
0917-6246205