

Claire Emperado

Human Resources and Administrative Supervisor

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A professional with strong work ethics who has over 19 years as Administrative and Human Resources Professional in the Human Resources Department. A competitive and goal-driven team builder, who thrived in a fast-paced environment. Vast training and experience in organization, leadership, safety and security, management, mentoring, and communication. Looking forward to sharing my extensive knowledge and work experience to positively contribute to the success of your company.

EXPERIENCE

Philippine Air Force — Human Resources Supervisor

2018 - PRESENT

- Overseeing the placement, distribution, and training of personnel, making sure that the right person is in the right job.
- Handling of morale and welfare of personnel, benefits, administration, and performance and mentoring management.
- Ensures that tasks are completed efficiently and effectively.
- Conducts weekly meetings with subordinates to be updated with the status of all tasks and compliances as well as the issues and concerns to keep up with the morale and welfare of subordinates.

Philippine Air Force — Administrative Supervisor

2014 - PRESENT

- Organizational efficiency and ensures compliance with legal and regulatory requirements.
- OJT Supervisor to the Administrative Specialists and Apprentices.
- Manages staff schedule, provides training and support.
- Performs mentoring and conducts performance evaluation.
- Became the Non-Commissioned Officer In-Charge of the Morale and Welfare Branch from 2013-present who is in charge for the Gender and Development, Family Readiness Support System and the Leadership Teams Accomplishment, plans and activities.
- Facilitates the creation of the annual plan and budget for the Morale and Welfare, Gender and Development Branch and the Family Readiness Support System programs, activities and projects.
- Coordinates office equipment and supplies.
- Conducts lectures pertaining to Gender and Development and Admin and Personnel.

Philippine Air Force — Administrative Specialist

2005 - 2014

- Facilitates the preparation and the conduct of seminars and lectures.
- Handled the processing of the promotion of hundreds of applicants yearly from 2010-2018.
- Handled the processing of collaterals and incentives.
- Process the requests for leave.
- Process the retirement and resignation of personnel.
- Process communications in matters involving the morale and welfare of the personnel.
- Facilitates the creation of the annual plan and budget for the Morale and Welfare and the Gender and Development Branch.
- Facilitates in the conduct of training of Administrative apprentices.

EDUCATION

Bachelor of Science in Electronics
and Communications
Engineering

University of San Jose - Recoletos

1999 - 2004

SKILLS

Excellence in work ethics
Communication
Leadership Organization
Time Management
Mentoring
Microsoft Office
Google Suite
Typing
Team Leader
Multi-tasking
Graphic Design
Video Editing
Web Design
Copywriting
Appointment Setting
Email Management
Lead Generation

TRAININGS AND SEMINARS

Lean Six Sigma Yellow Belt
Fundamentals of Project
Management
Design Thinking Process 101
Basics of Effective Leadership
Strategic Marketing and Business
Management Fundamentals
Fire Safety Seminar
Gender Sensitivity Training
Cyber Security
Social Media Marketing
General Virtual Assistant
Financial, Credit and Risk Management