

Euhmia Montano- Saludares, RPm

HR Manager. Mental Health Advocate. Psychometrician



Education

Master of Arts in Counseling

2017- 2021

Academic Subjects Done (45 units)

Bachelor of Science in Psychology

Centro Escolar University

2011-2015

Dean's Lister

President's Lister

Additional Skills

- Interpersonal Skills
- Critical Thinking
- Active Listening
- Communication Skills

Certification

Registered Psychometrician

Registration # 0002994

 0917-984-2504

 euhmiamontano@gmail.com

 117 Ligas 1 Bacoor Cavite

Career Objective

Forward-thinking and self-motivated individual with refined interpersonal and multitasking skills. Looking to join a progressive organization as a human resource specialist to provide high end administrative support in the human resources department

Work Experience

HR Manager

Cashbee Lending Services Inc.

June 2023- Present

- Leads recruiting activities
- Manages employee relations
- Plans and holds training events
- Manages timekeeping and payroll
- Direct reporting to the board of directors
- Manages and plans company benefits
- Propose new ideas and activities for the employees

HR Supervisor

Cashbee Lending Services Inc.

August 2022- June 2023

- Leads recruiting activities
- Manages employee relations
- Plans and holds training events
- Manages timekeeping and payroll
- Direct reporting to the board of directors
- Manages and plans company benefits
- Propose new ideas and activities for the employees

HR Generalist

Cashbee Lending Services Inc.

June 2021- August 2022

- Talent Acquisition
- Employee and Labor Relations
- Performance Management
- Learning and Development

Part-time work

Writer

Individual contractor
August 2022- Present

- Assist the Registered psychologist to create a psychological report regarding client cases (mostly annulment)

Research Consultant/ Validator

Freelance
2015-2021

- Test Validation (used in senior high and/or college researches and studies)
- Assists students in data analysis/interpretation
- Provides suggestions and recommendations about the thesis

Work Experience

HR Assistant- Recruitment

Prime VA
Part-time
March 2021- March 2022

- Email Management (source applicants)
- Recruitment (screening and initial interview)
- Endorsing applicants to training and final interview

Virtual Assistant

Prime VA
August 2020- June 2021

- Responds to queries regarding the properties that the company is planning to acquire.
- Researches the information of the properties and owners of the buyer/seller prospects.
- Recruitment (screening and initial interview)

Guidance Advocate/ Psychometrician

Divine Light Academy- Bacoor
February 2016- March 2020

- Counseling
- Individual Inventory
- Homeroom Classes
- Seminars and Trainings
- Psychological Testing
- Research
- Initial Interviews

Admin Assistant

SAGASS Consulting
October 2015- February 2016

- Sourcing Candidates
- Recruitment Report
- Background Check
- Job Postings
- Updates social media pages
- Administers assessment
- Assists recruitment specialists

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