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OBJECTIVES

To be a part of a company and gain more knowledge as well as to use my capabilities that value career growth, product quality, and customer service. And to secure employment in your company.

HIGHLIGHTS OF QUALIFICATIONS

- HR Management Post Graduate Certificate
- Currently working towards CHRP designation
- Administrative skills developed through Office Clerk position and academic experience
- Prioritization and effective time management skills consistently have resulted in meeting all project deadlines and a high level of customer service
- Strong commitment to co-operative teamwork as demonstrated through student leadership and various work experiences
- Strong ability to use various computer applications including Microsoft Office, Simply Accounting and database programs; eager and quick to learn new programs and technologies
- Ability to research, compile, analyze and communicate HRM information accurately and credibly in oral, written and graphic form using professional techniques.
- Understand the significance of ethics and privacy legislation as it relates to information systems and employee records
- Strong understanding of the principles in human resource planning, advertising, recruitment, selection and orientation.

EDUCATION

Human Resources Management – Post Graduate Program

September 2021 – April 2022

Conestoga College, Kitchener, ON

- Program encompasses all courses required for the education component of Canadian Human Resources Professional certification
- Developed and implemented a performance management system for a manufacturing environment and a needs analysis strategy for training and development for a nonprofit organization
- Designed a recruitment and selection process that included creating a recruitment strategy, job ad, weighted application blank, screening process, testing, interview and making the final hiring decision.

- Graduated with internship certificate at Mental institution and Recruitment Industrial firm with a 3.25 GPA

EMPLOYMENT HISTORY

Camtac Manufacturing (Linamar)

Position: **Human Resources Assistant**

September 2022 – Present

- Ensure compliance with all legislative requirements in the facility's geographic location
- Support, Foster, Promote and Demonstrate Linamar's Core Values and Leadership Behaviors.
- Arrange for in-house and external training activities and co-ordinate training programs and analyze training needs.
- Arrange for advertising or posting of job vacancies, assist in screening and rating of job applicants, and conduct reference checks.
- Prepares orientation packages for new hires / new transfers / contract workers.
- Maintain and update employee records in employee database (InfoHR) and compile and prepare reports relating to personnel activities.
- Administrative support for the Joint Health and Safety Committee.
- Review, evaluate and implement new administrative procedures.
- Delegate work to office support staff
- Perform data entry.
- Perform other duties/projects as assigned.

Qdoba Mexican Restaurant (Kitchener, Ontario)

Position: **Food Supervisor**

October 2021 – June 2023

- Supervise, co-ordinate and schedule the activities of staff who prepare, portion, and serve food.
- Estimate and order ingredients and supplies required for meal preparation.
- Prepare food order summaries for chef according to requests from dieticians, patients in hospitals or other customers.
- Establish methods to meet work schedules.
- Maintain records of stock, repairs, sales, and wastage.
- Train staff in job duties, and sanitation and safety procedures
- Supervise and check assembly of regular and special diet trays and delivery of food trolleys to hospital patients.
- Ensure that food and service meet quality control standards.
- May participate in the selection of food service staff and assist in the development of policies, procedures, and budgets.
- May plan cafeteria menus and determine related food and labor costs.

Moose Winooski (Kitchener, Ontario)

September 2021 – October 2021

Position: **Prep Cook/Pantry**

- Keeping the kitchen clean and orderly
- Ensuring all ingredients are in stock for the Chef to complete their menu.
- Seasoning and preparing the necessary ingredients for cooking.

- Preparing some dishes such as salads or other less complex menu items
- Setting out all the Chef's ingredients before each shift and refill as necessary

Koufu Color Printing Corp.

August 2019 – August 2021

Position: **Human Resources Recruitment Officer**

- Facilitate Hiring (End to End process)
 - a. Post ads based on the approved Personnel Request from the requesting department
 - b. Screen resume
 - c. Administer examination
 - d. Perform initial interview and coordinate with Manager/Department Head
 - e. Ensures the completeness of new employee's requirements before the start of work
 - f. Ensures that new employees have undergone Induction Training.
 - g. Endorsement of Newly Hired Employees
- Issuance of notice to explain
- Maintains 201 files, D.A File
- Assist in issuance of the contract, Job Description, and other related newly hired documents for signing
- Facilitate in the issuance of uniform, ID and locker
- Coordinates with Department heads regarding the end of the contract (Monthly)
- Perform other duties as may be assigned from time to time.

Beauche International by Conchita

May 2019 – August 2019

Position: **Human Resources Employee Relations Staff/ Recruiter**

- Facilitate Hiring (End to End process)
- Issuance of notice to explain
- Maintains 201 files, D.A File
- Assist in issuance of the contract, Job Description, and other related newly hired documents for signing
- Facilitate in the issuance of uniform, ID and locker

DentChem Enterprise

September 2014 – February 2015

Designated Company (Harada Philippines)

Position: **Human Resources Coordinator**

- Facilitate Hiring (End to End process)
 - a. Post ads based on the approved Personnel Request from the requesting department.
 - b. Screen resume
 - c. Administer examination
 - d. Perform initial interview and coordinate with Manager/Department Head
 - e. Ensures the completeness of new employee's requirements before the start of work
 - f. Ensures that new employees have undergone Induction Training.
 - g. Endorsement of Newly Hired Employees
- Issuance of notice to explain
- Maintains 201 files, D.A File
- Assist in issuance of the contract, Job Description, and other related newly hired documents for signing
- Facilitate in the issuance of uniform, ID and locker
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- Perform other duties as may be assigned from time to time.

ADDITIONAL EMPLOYMENT EXPERIENCE

- I Career up Inc. (Recruitment Firm) May 2014 – July 2014
Intern as HR Associate (360 hours)
 - Recruitment process
 - Find applicants from Job street
 - Initial interview through phone
 - Conduct an Examination to the applicants
- National Center Mental Hospital June 2013 – October 2013
Intern Student as Psychologist (250 hours)
- Manila Toll Expressway System May 10, 2013 – October 11, 2013
Teller
- Chic boy Bar and Restaurant August 23, 2011 – July 23, 2012
Service crew
- Topspot Multi-Purpose Cooperative (KFC) March 10, 2010 – August 21, 2011
Restaurant Team Member
- Elixer Multi-Purpose Cooperative (KFC) September 27, 2007 – January 16, 2009
Restaurant Team Member
- Wholesome Foods Corp. (KFC) April 10, 2007 – September 10, 2007
Restaurant Team Member