

JAYVEE GALANG TAMONDONG, MA, Rpm, CHRME

CAREER PROFILE

- Worked in various organizations engaged in hotel and restaurants, manufacturing, retail, web design and development and offshore. Specialized in pre-openings for Human Resources and Management.
- Able to work well with a range of people within and outside the organization.
- Exhibits passion for hard and smart work. Clearly defines problems and recommends appropriate corrective measures.
- Demonstrates integrity, maturity, tact, positive attitude, and enthusiasm in the performance of responsibilities.

SKILLS

- Engaged in ensuring organization's workforce, culture, values and environment that enables the company to meet goals and for the employees to perform well and ensure the relation of the organization and its people is well managed within a clear and appropriate framework.
- Design policies and procedure for human resources, develops learning and development program to influence employees performance and continues growth.
- Supports in maintaining positive connection in the workplace by developing programs to have better understanding of mental health and well-being concepts applied in the workplace



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Philippines



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PRESENT PROFESSIONAL EXPERIENCE

College Lecturer

Pamantasan ng Lungsod ng Maynila (A.Y. 2020-2021 to Present)

Colegio de Sebastian – Pampanga (A.Y. 2021-2022 to Present)

City College of Angeles (A.Y. 2021-2022 to Present)

- Teaches Psychology, Human Resources and GenED subjects for undergraduate program of the college / university.
- Actively participates in college / university activities, as may be instructed by the proper university authorities, including the Dean of the College / University and the Chairperson of the department.

Industrial-Organizational Behavior Consultant

Espada Psychological Consultancy (March 2020 to Present)

- Works alongside with Psychologist and applies mental health and well-being concepts in the workplace.
- Makes sure and monitors employees' mental health and well-being for them to be able to maximize their competencies and, in turn, improve organizational health and boost business performance.

Freelance HR and Training Consultant

(July 2019 to Present)

- Ensures positive connection between clients and their employees.
- Maintain and develop various programs targeting employee performance and growth.

EDUCATION



Master of Arts in Psychology
Major in Industrial Psychology

March 2021

Pamantasan ng Lungsod ng Maynila
Intramuros, Manila



HOLY ANGEL
UNIVERSITY

Bachelor of Science in Psychology

April 2007

Holy Angel University
Angeles City

PREVIOUS PROFESSIONAL EXPERIENCE

Human Resources Manager

George Optical, Inc. & GB Vision Care, Inc.
March 2018 to July 2019

- Ensures that the day to day transactional and administrative activities of the HR department is running efficiently in order to serve our partners well.
- Manage and maintain to the highest level the Policies and Employee Performance Management Standards.
- Maintain and sustain the Overall Sales Performance of all the practices handling through the continuous learning and improvement in knowledge, skills and behavior of employees in the workplace.

Human Resources & Management Manager

RoymedSeth Pharmaceuticals
October 2017 to March 2018

- Responsible in ensuring the over-all administration, coordination, and evaluation of human resources plans.
- Planning, organizing and controlling of activities and action of the department.
- Contributes to the development of department goals, objectives and systems

Human Resources Manager

Fashion Interiors Manufacturing, Inc.
October 2016 to September 2017

- Participate in the development of human resources strategies, which are aligned with the overall objective of the company.
- Initiated the revision of human resources policies and procedures.
- Core team member for ISO 9001-2015 accreditation.

Human Resources Manager

Carlson Rezidor Hotel Group - Park Inn by Radisson Clark
June 2015 to February 2016

- Directs the human resource department to effectively plan, develop and implement a fully integrated human resource strategy to achieve profit, guest satisfaction and employee engagement goals by working with managers to staff their departments, maximize employee engagement, and enable brand standards and teamwork.

HR & Admin Officer

Social Image, Inc.
March 2014 to June 2015

HR Officer

Widus Hotel and Casino
August 2013 to January 2014

HR Officer

Systronix MNP, Inc.
August 2012 to February 2013

HR Officer

DALC Group of Companies
October 2009 to December 2011

HR Analyst

Mimosa Golf and Country Club
November 2007 to June 2009

LICENSES & CERTIFICATIONS

Registered Psychometrician

Professional Regulation Commission
May 17, 2022 to February 05, 2025

Certified Human Resource Management Executive

American Certification Institute
January 02, 2024 to January 02, 2029

AWARDS & RECOGNITIONS

Most Outstanding Psychology Student

College of Arts & Sciences
Holy Angel University
Graduating Batch of 2007

Dean's Lister

College of Arts & Sciences
Holy Angel University
1st Semester S.Y. 2006 to 2007

AFFILIATIONS

Board of Trustee

Ang Bata at Kalinga – Volunteer for
Children's Welfare, Inc.
April 2004 to Present

Associate

Psychological Association of the
Philippines
April 2021 to Present

President

Psychology Society
Holy Angel University
S.Y. 2005 to 2006

Member

Junior Chamber International (JCI)
JCI MagalangMekeni, Inc. Chapter
2009 to 2011
2020 to Present