RAMEZESH DIONISIO

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PROFESSIONAL SUMMARY

Dedicated and results-driven Human Resource Administrator with extensive experience in overseeing HR functions to ensure smooth operations and organizational success. Proficient in managing employee lifecycle processes, from recruitment and onboarding to performance management and offboarding. Adept at maintaining HR records, administering benefits, and ensuring adherence to legal requirements. Skilled in fostering positive employee relations, promoting a collaborative work environment, and implementing effective HR policies. Seeking to leverage my proven expertise to contribute to a forward-thinking company's HR team. Commended outstanding in a semi-annual performance evaluation for five consecutive years, sustaining effective learning environment through prepared classes and relevant assignments and consistently achieving classroom management and academic goals.

WORK HISTORY

Education Assistant, 08/2023 – Present

Maria Onilla Consultancy, Mississauga, ON

Human Resource Administrator, 04/2023 - 08/2023
PCF HR Solutions, North York, ON

College Instructor (Human Resource Management), 01/2018 - 12/2022
Central Luzon State University, Science City of Munoz, Nueva Ecija, Philippines

Talent Acquisition Associate, 10/2017 - 12/2017
VXI Global Solutions, Quezon City, Philippines

EDUCATION

Diploma in Business Management, 01/2023-Present
Toronto School of Management - Toronto, ON

Master of Business Administration, 05/2021
Saint Louis University - Baguio City , Benguet, Philippines

Bachelor of Science in Business Administration, major in Human Resource Development Management, 06/2017
Central Luzon State University - Science City Of Munoz, Nueva Ecija, Philippines

SKILLS

- Teaching Administration
- Recruitment and Onboarding
- Coaching and Mentoring
- Research and Analysis
- Behavior Modification
- Academic Counseling
- Schedule Management
- Academic Publications
- Team Leadership
- Peer Collaboration
- Curriculum Development
- Training and Development
- Industry Best Practices

ACCOMPLISHMENTS

- Research Publications on International Peer-reviewed Journal Articles and Scopus Indexed

CERTIFICATION

- Certified Human Resource Associate (CHRA), Human Resource Educators Association of the Philippines (HREAP)

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