

# ARIANE JOYCE R. DALIDA

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## SUMMARY

Extremely motivated to constantly develop my skills and grow professionally. Confident to share every knowledge and abilities. A reliable and resourceful individual.

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## WORK EXPERIENCE

**HR Assistant (Internship), Citiglobal Realty & Development Inc.** **Aug 2021 - Sep 2021**

- Advertising job availability through online channels and other media
- Communicating by phone, email, and messenger with job candidates to figure out things like availability and hiring timelines
- Interviewing potential job candidates online

**Administrative Aide, Administrative Assistant, Administrative Officer, Provincial Government of Occidental Mindoro** **Aug 2022 - Present**

- Carry out administrative duties such as filing, typing, copying, binding, and scanning of documents of Administrative Section;
  - Assist in maintaining/safekeeping files of Administrative Section;
  - Sort, screen, and distribute incoming and outgoing communications and documents for signature of Provincial Human Resource Management Officer;
  - Assist and prepare payroll of HRMO non-permanent employees;
  - Provide general support to the Administrative Section;
  - Perform other duties as may be assigned from time to time by the immediate supervisor and by the PHRMO.
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## EDUCATION

**Bachelor of Science in Psychology** **Aug 2018 - Jul 2022**  
Batangas State University-The National Engineering University

**Senior High School** **Jun 2012 - Apr 2018**  
Occidental Mindoro National High School

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## ADDITIONAL INFORMATION

**Skills:** Organizational Skills, Communication Skills, Computer Literate, Goal-oriented

**Languages:** English, Filipino

**Certifications:** Certified Human Resource Associate (CHRA), Registered Psychometrician (RPM)

**Training and Seminars:**

- Know your Space: Building Up Responsibility and Accountability in the Online World (2019)
- Weighing Possibilities Through Understanding the Pros and Cons of Early Pregnancy (2019)
- 1st session on Strengthening Hope and Efficacy during the online event "Mental Health Matters: Enhancing the Hero Within" (2020)
- Unfold. Mold. Be Bold: Disaster Awareness Conference for Diverse Learning Towards Everyone's Safety. (2020)
- One-day Recollection and Values Formation Program (2023)
- Webinar on Human Resource Training and Development: Strategies for Empowering Excellence of the Human Capital in a High-Performance Workplace (2024)
- Webinar on Human Resource Talent Acquisition: Mastering Recruitment and Staffing for Building a Dynamic Workforce and Achieving Organizational Goals (2024)
- Webinar on Human Resource Policies and Procedures: Streamlining Operations and Ensuring Compliance for a Dynamic Workforce Environment (2024)
- Webinar on Human Resource Wellness, Health, and Safety: How to Foster Employee Wellness and Maximize Productivity While Promoting Health and Safety (2024)
- Webinar: Kwentong Lingkod Bayani (2024)