

JUSTINE FAYE ESCANO

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SUMMARY

A results-oriented Human Resources Manager with experience in administrative management and leadership roles. Supervise various companies in formworks and scaffoldings, advertising, food services. Expertise in leading teams to improve performance, employee engagement, administrative tasks, compensation and benefits and human resources. Extensive experience in human resources facets, implementing rules and strategies for the benefits of the people.

SKILLS

Human Resources	Administrative	Team Leadership	Order Entry
Strategic Planning	Compensation and Benefits	Oral & Written Communication	Customer Service
Client Relationships	People Engagement	Proper Document Handling	Organization Skills

PROFESSIONAL EXPERIENCE

HUMAN RESOURCES MANAGER

February 2018 - September 2023

Catalytx Advertising, Inc.

Lead the group of companies HR Department with regards to shared services from different types of businesses and other related HR and Administrative matters within the group of companies.

- **Employee Engagement** planning on major and minor company events. Involves in planning and execution and program planning.
- **Handles all necessary employee concerns and issues.** Manage team member relations, including conflict resolution, disciplinary actions, and grievances, and ensure that all employees are treated fairly and respectfully.
- **Onboarding and Offboarding:** In-charge of overseeing onboarding employees and employee briefing, issuance of job offers and orientation of company policies and culture. For offboarding employees making sure that all necessary clearance and exit interviews have been done up until the issuance of back pay and releasing of waiver and quit claim.
- **Salary and Change of Status:** processing all necessary evaluations and change of status for the employee. Salary changes stemming from merit increases, promotions, bonuses and pay adjustments.
- **Health and Medical Benefits:** Communication with broker and processing all the necessary documents needed for the HMO acquisition of the employee. Overseeing inclusion and deletion of the employees.
- **Compensation and Benefits:** Manages and ensures all government mandated and remittances for employees are updated and being remitted. Usage of portals – SSS, PhilHealth and HDMF. In charge of all necessary Sickness, Maternity and other benefits that needs to be applied for certain employees.
- **HRIS System:** maintain and oversee accurate HRIS reports from employee with accurate time spent.
- **Confidential Files:** Maintain accurate HR records and reports, including personnel files, performance evaluations, and training records, and ensure that all information is kept confidential and secure.
- **Administrative:** Office related concerns and dealing with various suppliers with regards to the office maintenance, parking assisting different departments with office stocks and office procedure.

EXECUTIVE ASSISTANT
Catalytx Advertising, Inc.

August 2017 - January 2018

Reporting directly to the Executive Director, manages, assists and sort legal documents via email and phone calls. In contact, with all the managing director within the group of companies.

- Responsible for generating and preparation of documents and forms required for portfolio of clients.
- Ensuring the smooth running of day-to-day relationship with cluster and consistent delivery of client reporting and information accurately and on time
- Prepares and review Secretary Certificates
- Schedule meetings, book meeting rooms, manage out-of-office notification and call forwarding.
- Arrange travel, itineraries, accommodation, car service requirements and all correspondence related to travel management.
- Prepare, reconcile, and complete expense reports in relation to business issued credit card statements.
- Prepare and organize documents and reports.
- Maintains files, records, calendars and diaries; typically arranges business travel, coordinates meeting arrangements, and tracks expenses. Participates in the development and implementation of secretarial/administrative standards, policies and practices for the organization

WAREHOUSE ADMIN/DOCUMENT CONTROL CLERK/FRONT DESK
Dimension-all, Inc.

May 2015 - January 2017

Led the warehouse administrative, controlling all documents and cash flow, does reporting to the head office and maintains and attend to all necessary concerns from staff and its maintenance.

- Oversees the inventory of the warehouse stocks quarterly.
- Manages warehouse staff day-to-day task and workloads.
- Timekeeping of daily attendance to submit in the head office.
- Confirm and verify all necessary applied leaves and monitor with Human Resources Department
- Handles petty cash and submits the weekly summary to accounting for verification and checking.
- Maintain accurate records and reports of the warehouse staff, including personnel files, performance evaluations, and training records. Ensures that all information is kept confidential and secure.
- Does minutes of meeting of weekly warehouse meetings and administrative issues.

EDUCATION

De La Salle College of Saint Benilde

Graduate Diploma in Communication Arts

- **Bachelor of Arts in Communication**
- Secretary General - Student Council and Council of Presidents
- Secretary General - Communications Guild

McCann Worldgroup Philippines

Certificate of Internship Completion