

MAFFI ANNE F. PATRICIO

Administrative Assistant / Human Resource Practitioner

Work Experiences



ADMINISTRATIVE OFFICER

Department of Social Welfare and Development

October 19, 2017 - January 1, 2021

- Act as lead focal and/or assist in organizing/conduct of capability building programs for DSWD personnel
- Act as lead focal in the conduct of the Agency Orientation for New Employees
- Monitors and update database of those who benefited in the program
- Prepares accomplishment report quarterly and annually
- Arrange and co-ordinate seminars, conferences, etc.
- Record and prepare minutes of meetings, seminars and conferences
- Determine and establish office procedures and routines
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- Greet people and direct them to contacts or service areas
- Type and proofread correspondence, forms and other documents



TRAINING SPECIALIST

Department of Social Welfare and Development

January 6, 2021 - September 15, 2023

- Serves as training Learning & Development Specialist
- Engaged in responsible work pertaining to development, implementation, monitoring and evaluation, and continuous enhancement of learning and development programs for employees
- Consolidates information/reports gathered from the conduct of trainings and assists in the preparation of feedback reports
- Packages training and knowledge products

Contact Info

321 Avenue P South,
Saskatoon, S7M 2W3,
Canada

- 306-914-2859
- ferrermaffi@gmail.com

Relevant Skills

- Office Management
- Organization
- Attention to details
- Multitasking
- Technologically Savvy
- Communication

Education History

Bachelor of Science in Psychology

Our Lady of Fatima University
Quezon City, Philippines
Year of Graduation: 2015



HR TALENT MANAGEMENT OFFICER

Matimco Inc.

September 8, 2015 - April 21, 2017

TALENT ACQUISITION

- Performs sourcing and placement of key talents for current and future organizational needs through competency-based advertising and interviewing efforts.
- Administers IQ and personality test
- Coordinates with Department Managers with regards to their manpower request, short listed applicants for interview and testing, and final selection.
- Conducts background investigation.
- Creates job offer letters and serves to the qualified candidate.
- Conducts orientation to newly hired employees.

TALENT ENGAGEMENT

- Leads in Corporate event, activities and programs for employee
- Provides assistance to learning programs for employees.

EMPLOYER BRANDING

- Designs and executes communication strategies and materials to attain employee awareness

RECORDS MANAGEMENT

- Accurately and completely creates 201 file of newly hired employee
- Ensures 100% completion of pre-employment requirements of all newly hired employees
- Religiously files loose documents of employees in their 201 file

MISCELLANEOUS

- Creates and submits various HR reports on a weekly, monthly, quarterly, annually or as may deem necessary
- Ensures that HR expenses are within the allotted budget

References

MICHAEL ANGELO MENDOZA

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ANTHONY FLORES

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