

# MERLE VAE DAIRO



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Dos, Las Pinas City

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Nickname: Vaye

Date of birth: June 21, 1995

Place of birth: San Juan city

Sex: Female

Civil status: Single

## EDUCATION

**2015**

**Manila Doctors College**

Bachelor of Science in  
Psychology

**2011**

**St. Joseph's Academy**

Secondary Education

## ACHIEVEMENT

**July 2015**

**Registered Psychometrician**

Board Licensure Examination for  
Psychologists and Psychometricians

## SKILLS

- Proficient in using Microsoft Office applications
- Fast learner, open to career challenges and opportunities
- Licensed to administer score and interpret Level A and some Level B psychological tests
- Capable of making systematic investigation to find information and establish facts
- Excel in planning, organizing and events management, selling, and client relationship management
- Fluent in English and Filipino (oral and written)

## WORK EXPERIENCE

**March 2020-January 2021**

**FOWL Studios**

*Project Manager/HR*

- Creating high level overview of projects, documentation, timeline monitoring, development milestones.
- Conducting user interviews
- Gathering business requirements.
- Hiring and screening applicants.
- Providing end to end general HR administrative support.
- Handling all HR-related inquiries through official channels.
- Identify and implement easy continuous improvements for HR service delivery and/or better employee experience

**September 2017-July 2018**

**LAV Events Center**

*Events Coordinator*

- Organizing events
- Preparing convention kits as per client needs.
- Decoration management
- Preparing and assisting during the course of the event.
- Handling of all financial transactions.
- Auditing expenses
- Managing recognitions for the clients, such as : certificates, tokens, souvenirs and awards.

**April 2015 - Up to present**

**MVLD Trading**

*Self-employed/ family business*

- Conducting sales throughout the country
- Managing sales and preparation of products
- Managing exhibitors and booth spaces for events.
- Supplying convention kits to organizations