

ERIELLE C. DE JESUS

erielledejesus@wishcraft.com.ph | +639566150269 / +639457506822 | Antipolo City, Philippines

PROFESSIONAL SUMMARY

Results-driven and versatile professional with a proven track record in various roles. Adept at developing and implementing effective HR policies, managing compensation and benefits programs, and ensuring seamless payroll processes. Possessing a strong foundation in HR administration, employee relations, and office management. Proven ability to navigate diverse responsibilities and contribute to the overall success of HR departments. Eager to bring this wealth of experience and a commitment to excellence to a dynamic and challenging role.

SKILLS AND ABILITIES

- Strategic Planning
- Payroll Management
- Attention to Detail
- Time Management
- Communication Skills
- Customer Service
- Compensation Administration
- Organizational Skills
- Administrative Support
- Teamwork
- Employee Relations
- Data Analysis
- Record Keeping
- Conflict Resolution
- Adaptability

WORK EXPERIENCE

Wishcraft Group of Companies | Philippines

2018 - Present

Position: HR Supervisor/ Compensation and Benefits

- Developed and implemented comprehensive compensation and benefits strategies aligned with organizational objectives.
- Led and supervised HR teams, ensuring adherence to policies and efficient execution of HR functions.
- Conducted salary surveys, job evaluations, and designed competitive compensation packages.
- Formulated and implemented HR policies to ensure compliance with legal requirements and industry best practices.
- Managed employee relations, addressing concerns, and fostering a positive workplace culture.

BF Metal Inc. | Philippines

2018

Position: HR Assistant/ Compensation and Benefits And Payroll Master

- Oversaw payroll processes, ensuring accurate and timely disbursement of salaries and benefits.
- Administered compensation programs, conducted salary benchmarking, and job evaluations.
- Utilized HR Information Systems (HRIS) for efficient data management and reporting.
- Analyzed HR metrics and data to provide insights for decision-making.
- Maintained accurate and confidential employee records, ensuring compliance with privacy regulations.

New Blue Framework Construction Inc. | Philippines

2018

Position: HR Staff/ Compensation and Benefits

- Administered employee benefits programs, including health insurance, retirement plans, and wellness programs.

- Addressed employee inquiries regarding benefits, policies, and HR-related matters.
- Resolved conflicts and concerns, fostering positive employee relations.
- Ensured HR practices complied with legal requirements and industry standards.
- Assisted in the development and delivery of HR training programs.

Atlas Home Product Inc. | Philippines

2016

Position: Office Staff/HR Department

- Provided administrative support to HR departments, handling tasks such as scheduling, filing, and correspondence.
- Assisted in the preparation of reports, presentations, and HR-related documentation.
- Coordinated HR-related activities, meetings, and events.
- Offered customer service to employees, providing information on HR policies and procedures.
- Maintained attention to detail in all administrative tasks to ensure accuracy and efficiency.

TRAININGS AND CERTIFICATIONS

- On-The-Job Training/Internship at Land Bank of the Philippines, 2016
- "Leadership Talk" Theme: STUDENT Empowerment, 2015
- Special Program for Employment of Student (SPES), 2014
- Special Program for Employment of Student (SPES), 2013

EDUCATION

University of Rizal System (URS) | Philippines

2012-2016

Bachelor of Science in Business Administration

Major in Human Resource Development Management