

ROEDETH ANNE LEGON CAPA

Bataan, Philippines

(+63)9498093528 | kyahellise013091@gmail.com

Professional Summary

Highly adaptable and results-driven professional with 10+ years of experience in HR and healthcare. Skilled in recruitment, employee relations, and talent development. Pharmacist background with extensive knowledge in pharmaceutical operations and patient care. Currently excelling as HR Admin at Ph Global Jet Express for nearly 2 years. Committed to delivering exceptional HR solutions and fostering a positive workplace culture. Proactive and detail-oriented with a passion for continuous improvement.

Work Experience

- HR Admin** July 22, 2021 - Present
Ph Global Jet Express - Bataan, Philippines
Recruitment and Selection:
 - Collaborated with hiring managers to strategize recruitment efforts. Posted job vacancies, screened resumes, and conducted initial interviews. Coordinated interview schedules and extended job offers. Ensured compliance with regulations.Compensation and Employee Benefits:
 - Administered compensation and benefits programs. Processed accurate payroll with deductions. Monitored industry trends for competitive packages. Addressed employee inquiries on benefits and policies.Training and Development:
 - Identified training needs and developed programs. Organized workshops and seminars. Evaluated training effectiveness and facilitated career growth opportunities.Employee Relations:
 - Served as HR contact, resolving grievances fairly and promptly. Conducted exit interviews and implemented engagement initiatives for a positive workplace culture.Screening Job Candidates:
 - Assisted in screening and assessing applicants. Collaborated on effective interview questionnaires. Streamlined candidate screening and interview processes.General Office Duties:
 - Provided administrative HR support, maintained records, and managed documentation. Distributed policies, handbooks, and memos. Collaborated on cross-functional projects.
- Pharmacy Manager** October 15, 2019 - July 15, 2021
CellsDrug - Bataan, Philippines
 - Oversaw daily business operations, ensuring regulatory compliance and optimal efficiency.
 - Dispensed prescription medication and provided expert advice to clients.
 - Managed pharmacy staff, assigned tasks, and conducted performance evaluations.
 - Monitored inventory, purchased stocks, and negotiated with suppliers.
 - Prepared monthly financial reports and implemented cost-saving measures.
 - Maintained a customer-centric approach, focusing on excellent service and satisfaction.
- Pharmacy Technician** October 02, 2014 - October 13, 2019
CellsDrug - Bataan, Philippines

- Dispensed, located, packed, and labeled prescribed medication accurately.
- Interpreted and entered prescriptions with meticulous attention to detail.
- Maintained and managed pharmacy stock, ensuring inventory levels were up-to-date.

- **Human Resources Officer** February 24, 2014 - August 24, 2014

Pan Resort and Events Place Corp. - Bataan, Philippines

- Spearheaded recruitment and selection processes, attracting top talent to the organization.
- Facilitated employee onboarding and orientation, ensuring a smooth transition for new hires.
- Conducted training and development programs to enhance employee skills and performance.
- Managed employee relations, addressing concerns and fostering a positive work environment.
- Administered employee benefits and compensation programs, ensuring accuracy and compliance.
- Maintained HR records and files, safeguarding confidentiality and data integrity.
- Assisted in policy development and implementation to align with company objectives.
- Coordinated employee engagement initiatives, promoting a harmonious workplace culture.

- **Human Resources Clerk** January 16, 2013 - February 13, 2014

Petron Bataan Refinery Corp. - Bataan, Philippines

- Supported recruitment and selection activities by assisting in candidate sourcing and initial screening.
- Organized and maintained employees' files, ensuring proper documentation and confidentiality.
- Assisted in the payroll process, verifying attendance records and calculating wages accurately.

Education

- **Bachelor of Science in Business Administration major in Human Resources Management** S.Y. 2007 – 2012
Bataan Peninsula State University, Philippines

Skills

- Demonstrated ability to build and maintain positive relationships with colleagues and employees.
- Effective in maintaining an organized and systematic approach to HR functions.
- Efficiently handling multiple tasks, prioritizing responsibilities, and meeting deadlines.
- Strong verbal and written communication skills, with the ability to effectively interact with employees and management.
- Proven track record of addressing issues and finding practical solutions in HR-related matters.
- Policy Implementation
- HR Documentation
- Compensation and Benefits Administration
- Recruitment and Selection
- HR Compliance
- Adaptability and Flexibility
- Negotiation Skills