



# Marie Stephanie T. Mendoza

Dedicated Professional looking forward to providing excellent service. Known for having a deep understanding of communication skills , data entry and file management. Highly skilled in organization, time management and confidentiality.

## Contact

**Phone**  
0942-545-3137

**Email**  
mendozamariestephanie28@gmail.com

**Address**  
Omboy, Abucay, Bataan

## Education

**2023**  
**Certificate in Professional Teaching Program**  
Bataan Peninsula State University- Graduate School

**Graduate - 2019**  
**Bachelor of Science in Psychology**  
Bataan Peninsula State University  
*Iskolar ng Bataan*  
*Dean's Lister*

**2018**  
**On- The- Job Training Program**  
Bataan General Hospital  
Clinical and Industrial Setting

## Expertise

- Management Skills
- Critical Thinking
- Leadership
- Communication Skills
- Microsoft (Excel, Word, Powerpoint)
- Organizational Skills

## Training and Seminars

**2019**  
**32nd Annual PAPJA Convention**  
*" Fostering a Psychology of Well -Being of the Filipino"*

**2018**  
**World's Mental Health Day Celebration**  
*" Elevating the Youth's Consciousness on Mental Health"*

## Language

English  
Filipino

## Experience

**September 4, 2023 - February 12, 2024**  
**Industrotech Phils. Inc.,**

### **Human Resource Staff (Timekeeping & Recruitment)**

- Record the daily arrival and departure times of the employees'.
- Declare the field workers' daily deployment recorded in the spreadsheet.
- Administer the recruiting and hiring process ( Job posting, On-boarding, Orientation and Endorsement).
- Creating a job poster to advertise open positions.
- Completing documents for newly hired employees 201 Files.
- Create posters for each occasion on the Facebook page.
- Notify department heads regarding the employees' monthly evaluations of performance.
- Other duties as required by management and supervisor.

**January 16, 2023 - July 7, 2023**  
**Provincial Government of Bataan**  
**Balanga Family Court - Branch 2**

### **Administrative Aide IV - Job Order**

- Maintain files and records to remain updated and easily accessible.
- Perform office duties as assigned.
- Record Files.
- Photocopied papers.

**March 17, 2022 - July 26, 2022**  
**Bataan 2020 INC.**

### **Human Resources Assistant (Talent Acquisition)**

- Responsible for maintaining up- to date records of employees.
- Responsible for sourcing of candidates through various channels, planning view and selection procedures and hosting or participating in career events.
- Responsible in ensuring timely and completely placed new employees.

**February 15, 2021- March 14, 2022**  
**Mabatang National High School**

### **Administrative Clerk**

- Keeping the office running smoothly by completing clerical tasks for School Principal, School Head and Teachers.
- Making copies and faxing documents , taking notes during meetings or scheduling appointments between Teachers and Students.
- Maintaining School Principal, Teachers records including 201 files and Students records including attendance records.
- Assisting Teachers by providing support, such as school activities and participating of school events. Processing textbooks and other materials need by Teachers and conduct classes.

## Reference

**Dr. Troy B. Villasol**  
School Principal II  
Phone: 09083773083

**Lilibeth Fernandez**  
School Head Teacher  
Phone: 090384163207