

Enjeliene [REDACTED]

CERTIFIED HUMAN RESOURCE ASSOCIATE



EDUCATION

[REDACTED]
Bachelor of Science in Psychology | 2020 - 2024

WORK EXPERIENCE

[REDACTED]
Business Development Specialist | August 2024 - Present

- Identifying and qualifying potential hosts and agencies across various industries
- Negotiating contracts and pricing terms to secure deals
- Monitoring agency's key performance indicators (KPIs)
- Working closely with internal teams, including marketing, operations, and product, to ensure successful project execution.

[REDACTED]
Administrative Assistant | January 2024 - May 2024

- Encoded data over 6,000 students
- Checked and validated tuition and other fees billing details over 6,000 students [REDACTED]
- Filed and Sorted of Journal Entry Vouchers

[REDACTED]
Human Resource Intern | September 2023 - October 2023

- Managed 201 Filing
- Encoded data for over 60 employees
- Posted 3 Jobs on Indeed
- Screened and Monitored candidates
- Scheduled Interviews
- Designed Publication Advertisements

Product Affiliate

Tiktok Affiliate | May 2023 - Present

- Created video contents about the products
- Promoted beauty products
- Sold products through TikTok Live

Freelance Live Operator

- Streamed Facebook Lives
- Operated Online Seminars and Live Events

ORGANIZATIONAL EXPERIENCE

College Electoral Board | College of Arts and Sciences

Member | 2023-2024

- Verified candidates' eligibility
- Monitored campaign activities
- Designed Publication Materials

University Student Council | [REDACTED]

Member, Commission on Technical Operations | 2022-2023

- Streamed live events of the organization through Facebook live
- Managed the school organizations' live and online production
- Configured and set up live streaming equipment, including cameras,, and streaming software, for school events, and performances.

Psychology Students' Society

Head, Committee on Technical Operations | 2022 - 2023

- Headed the technical operations committee on live streaming events

Supreme Student Council | [REDACTED]

Business Manager for Income Generation Project | 2022 - 2023

- Developed and implemented strategic plans for income-generating projects to support the financial sustainability of the SSC
- Spearheaded the relaunched program of the SSC's official clothing merchandise project, including the procurement, marketing, and sale of branded merchandise to students
- Implemented and managed a locker rental project, overseeing the allocation of lockers to students, collection of rental fees, and maintenance of locker facilities.
- Managed the sale of food items at SSC events, managing inventory, and ensuring profitability
- Collaborated with internal and external partners and sponsors to secure partnerships that contributed to project funding and revenue generation

Supreme Student Council | [REDACTED]

Ad Hoc Committee | 2022

- Implemented action plans and initiatives formulated by the Ad hoc Committee during the interim period before the commencement of elections for the new set of officers

Supreme Student Council | [REDACTED]

Member, Committee on Technical Operations | 2022

- Streamed live events of the organization through Facebook live

College of Arts and Sciences Student Council

Member, Committee on Creative Arts and Branding | 2020-2021

- Produced publication materials, employing Canva and Powerpoint for design and layout

ADDITIONAL INFORMATION

Certifications: **Certified Human Resource Associate, HREAP Batch 40 Passer** | November 2023

Talent Acquisition: HR Planning, Recruiting and Onboarding, Udemy | August 2024

The Complete Recruiting Masterclass - HR Resources - Hiring, Udemy | August 2024

HR Leadership Program - Application of Technology in HRM, Udemy | November 2023

Precise Canva Course For All Youtube Marketing Graphics 2020, Udemy | October 2020

Poster and Banner Design for Beginners | October 2020

Awards: Most Promising Campus Student Leader, 10th Gawad Pablo Borbon | 2022 - 2023

University Student Council Medallion and Service Awardee, 2nd-3rd Spartan Awards | 2021 - 2023

Supreme Student Council Service Awardee, 9th-10th Gawad Pablo Borbon | 2021 - 2023

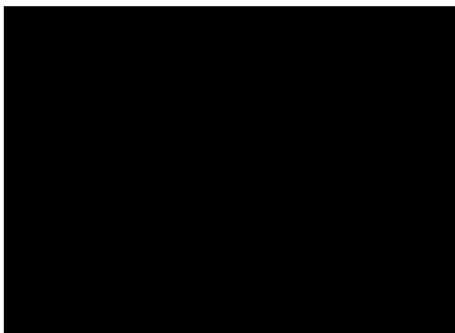
Outstanding Female CASama, CAS Honor Society Recognition and Awarding | 2021 - 2022

Psychology Students' Society Leadership Awardee, PSS Recognition | 2021 - 2022

Skills:

- Attention to detail and accuracy in handling documentation, scheduling, and logistical arrangements
- Leadership and team management skills, including the ability to motivate and coordinate team members, assign tasks, and monitor progress.
- Active listening skills to understand others' perspectives, identify needs, and build rapport in interpersonal interactions
- Flexibility and openness to change, with the ability to quickly adjust to new circumstances, challenges, or priorities as they arise.
- Proficiency in using digital tools, software, and platforms for various tasks, including Microsoft Office Suite
- Comfort and confidence in using technology and electronic devices, including computers, smartphones, tablets, and other digital gadgets.

REFERENCE



I hereby certify that the above information is true and correct to the be

