



# MARIAN



## PERSONAL INFORMATION

AGE: 22

BIRTHDATE: [REDACTED]

CIVIL STATUS: Single

CITIZENSHIP: Filipino

## OBJECTIVES

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

## EDUCATIONAL BACKGROUND

### TERTIARY

Bachelor of Arts Major in Psychology  
- [REDACTED] (2018-2023)

### SECONDARY

[REDACTED] - Senior High School

[REDACTED] - Junior High School

## AWARDS AND ACHIEVEMENTS

- Dean's Lister - (2021 - 2022)
- Dean's Lister - (2020 - 2021)
- Dean's Lister - (2019 - 2020)

## AFFILIATIONS

- Psyche Circle
- [REDACTED] Peer Facilitator

## RELEVANT EXPERIENCE

### PEOPLE SERVICES DELIVERY ASSOCIATE

[REDACTED] (January 2024 - Present)

As a People Services Delivery Associate, I manage mobility processes, including processing work permits, and have extensive experience encoding new hire profiles in SAP. I engage with various stakeholders to deliver high-quality HR services and support.

### INTERNAL RECRUITING ASSOCIATE

[REDACTED] (January 2022 - November 2023)

Provides support to the hiring process by facilitating matching candidates to their respective recruiters; Facilitates recording and proofreading data and other information; Facilitates resolving any administrative concerns; Facilitates test administration; Extending Job Offers to New Hires. Maintains and protects operations by keeping information confidential; Serves as a communication bridge from one department to another; Contributes to team effort by accomplishing related results as needed.

Sources resume of qualified candidates for specific job orders, using job boards, applicant tracking systems, company websites, etc. Is involved in recruiting passive candidates, through phone calls, emails, and general relationship-building.

### GUIDANCE OFFICE INTERN

[REDACTED] (September 2022 - December 2022)

- Assisting students with their inquiries regarding their enrollment. Organizing events, seminars for school staffs and students. Encoding student's files. Assisting guidance counselors in handling student's cases.

### CUSTOMER SERVICE REPRESENTATIVE

[REDACTED] (February 2021 - August 2021)

- Assisted customer's inquiries, helped customers with scheduling appointments and handled customer's issues about their vaccinations and testing.

## SKILLS AND PROFICIENCIES

- Adaptability,
- Communication Skills
- Ability to work under a team
- Ability to Work Under Pressure
- Quick adaptation to new environment
- Microsoft Word – Intermediate
- Microsoft Excel – Intermediate
- SAP - Encoding Data

\*\* References available upon request \*\*