NIMFA
T. VERDEJO

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INTRODUCTION

As an HR Officer with 5 years of hands-on experience, I have successfully managed end-to-end recruitment, employee relations, and performance management. My experienced has honed my ability to adapt to diverse work environments. I am now seeking a role where I can contribute my expertise to an innovative and growth-oriented organization.

EDUCATION

Bachelor of Science in Industrial Psychology | EULOGIO "AMANG" RODRIGUEZ INSTITUTE OF SCIENCE AND TECHNOLOGY, CAVITE
2015 TO 2019

High School | SAN RAMON PILOT NATIONAL HIGH SCHOOL
2010 TO 2014

Elementary School | SAN RAMON PILOT NATIONAL HIGH SCHOOL
2009 TO 2010

EXPERIENCE

HR Officer | Mascotpower Logistics Corporation
APR 2019 - PRESENT

- Recruitment: Established recruiting requirements by reviewing job descriptions and requirements, placing job advertisements, building a candidate pool, shortlisting and interviewing candidates, arranging management interviews, and performing the onboarding process.
- Record Maintenance: Maintained updated records of recruitment activities and progress.
- Legal Compliance: Kept up to date with employment laws and regulations.
- Trend Analysis: Analyzed recruiting trends and made recommendations for improvement.
- Employee Hiring: Facilitated in hiring of the employees for the company. This includes conducting recruitment, screening, interviews, and orientation.
- Record Management: Managed and secured employees' records.
- Administrative Tasks: Responsible for preparing job descriptions, memos, salary, salary change notices, and government-mandated benefits.

- Performance Evaluation: Assessed and evaluated the performance of the employees.

HR Intern | Amkor Technology Philippines
DEC 2018 TO APR 2019
I meticulously manage pre-employment documentation to ensure compliance and accuracy. My responsibilities includes:

- Verifying Government Issued IDs: Thoroughly examining identification documents to validate authenticity.
- Reviewing Resumes: Assessing candidates' qualifications and alignment with job requirements.
- Contacting Residential References: Communicating with provided references to verify addresses and character.
- Verifying Educational References: Confirming educational qualifications and degrees.
- Checking Employment References: Validating work history and performance feedback.
- Handling Legal Documents: Ensuring proper documentation, including birth certificates and marriage contracts.
- 201 Creation and Filling: Accurately maintaining employee records.
- Data Encoding: Entering information into HR systems with precision.
- My attention to detail and commitment to confidentiality contribute to a seamless onboarding process

SKILLS

- Organization
- Teamwork
- Performance management
- Negotiation
- Interpersonal skills
- Attention to detail
- Computer literacy

LANGUAGE

- **English | Professional**
- **Tagalog | Native**

SOFTWARE

- **MS office**
- **Outlook**