

CLAIRE RHEA GARCILLANO DANCEL



Mobile #

+63925 712 5284

+63939 373 1382

Address

#011 Dama De Noche st.
Brgy. Balayang Victoria
Tarlac 2313 Philippines

Email address

clairerheadancel@rocketmail.com

About Me

DOB & PLACE: July 28, 1989
Victoria, Tarlac, Philippines

Height: 5'1"(149cm)

Passport No: EC6105267

Visa Status :

Nationality:

Filipino

Language:

Ilocano, Tagalog, English

Competency Summary

Experience:

- ▶ Saleslady
- ▶ Account Officer
- ▶ Farm Secretary/Cashier/Weigher
- ▶ HR Associate
- ▶ HR Recruitment Specialist
- ▶ HR Officer

OBJECTIVE:

To pursue a career where I can put on full use of my skills while growing together with company not only professionally but personally as well.

Job History

Human Resources Officer

Brookside Farms Corporation

March 2016 to present

HR Recruitment Specialist

Brookside Farms Corporation

October 2014 up to March 20 16

HR Associate

Brookside Farms Corporation

102km Mc Arthur Highway Brgy. Anupul Bamban Tarlac

July 2014-October 2014

As Human Resources (HR)

Duties and Responsibilities

- Responsible for the hiring, selection of personnel in coordination with the department heads and upon approval of the Management. This includes posting vacancies, resume pooling, attending Job's Fair ,contacting interviewees, setting interview schedules, processing interview, preparing advertisements, checking application forms, short listing, interviewing and recommending candidates for vacancies, etc.
- Prepares ID cards to all employees
- Disseminates all forms in the operational and administrative functions of the company.
- Responsible for the applicants and employees requirements as mandated by law in close coordination with the government agencies.
- Implements memoranda pertaining personnel workforce and discipline.

Education

College:

Central Luzon State

University (CLSU)

2008 – 2012

Science City, Muñoz Nueva

Ecija, Philippines

Bachelor's Degree in Psychology

*References are furnished
upon request*

- Receives complaints & employee grievances & recommends disciplinary procedures to HRO. Act as the labor personnel and a go-between management and rank and file.
- Keep and maintains all records of all personnel and other pertinent papers and documents in the 201 file.
- Checking, Monitor & approved daily time record of personnel thru manually/HRIS.
- Coordinates with the different department heads in terms of company policy Applications dissemination.
- Responsible for the new employee for company orientation.
- Prepares contract and necessary documents for all employees from new-hires up to regular employees;
- Performs task as maybe directed by the immediate superior.

Farm Secretary/Cashier/Weigher

RH Farms Corporation

Pascuala Road Sto. Rosario Capas Tarlac

March 2014- July 2014

Duties and Responsibilities

- Responsible for Weighing of hogs, and coordinate to Head Office if the customer deposit their payments. Make daily sales report and administrative work in office like checking & verify leave and OT of employee to their daily time, receiving, Issuance of All forms needed of employees. Assist Farm Manager.

Account Officer

Tulay Sa Pag-Unlad Incorporation (TSPI)

Unit 4 & 5 Tuljanco Building, M.H. del Pilar St. Tarlac City Tarlac

January 2013 to March 2014

Duties and Responsibilities

- Responsible for credit investigation for client before they apply loan.
- Contact weekly meeting for payment and brief discussion
- Process their loan and coordinate for approval & releasing loan
- Look for qualified client

APRIL 2008- JANUARY 2013- STUDY IN COLLEGE

Saleslady

Pan Asiatic Commercial

Ronquillo st. Sta. Cruz Manila

April 2006 to April 2008

-Assisting, sale Blank keys and duplicate keys

- Inventory stocks, cleaning the office

-Answer call, operate fax

Skills & Competencies

- Proficient in Microsoft Office (MS Word, Excel, PowerPoint)
- Typing and data encoding
- Ability to work independently, learn quickly and effectively and highly motivated
- Hardworking, result oriented and trustworthy
- Established and maintain friendship with others
- Proficient in operating Photocopy machine, laminating machine shredding machine, paper cutter
- Social Ability (can deal with different personality);
- Persistently (never afraid to going back to get what I want),

CLAIRE RHEA DANCEL

Applicant