

7B Gen. PR Sotto St., Brgy. Tibagan, San Juan City
Metro Manila, Philippines (1500)
(63) 976-206-0582
AILLEENTHEAP@GMAIL.COM

Ailleen Thea G. Panes

EXPERIENCE

Altheane Builders, Inc., Pasig City – *HR Supervisor*

August 22, 2020 – PRESENT

- Handled human relations, recruitment and payroll
- Assisting of CEO when necessary

Altheane Corporation, Marikina City – *HR Supervisor*

September 7, 2019 – August 21, 2020

- Handled the transition and updating of manpower to the new company
- Assistant to the CEO
- Handled human relations, recruitment and payroll

Altheane Builders, Inc., Pasig City – *Procurement & Logistics officer to HR Supervisor*

March 2018 – September 2019

- Prepared purchasing orders and scheduled deliveries to project sites
- Assistant to the CEO
- Handled human relations to payroll

EDUCATION

Trinity University of Asia, Quezon City – *BS Psychology*

June 2014 – March 2018, Philippines – **Board Passer** 2018.

OJT for a month at following companies:

Clinic of the Holy Spirit, Trinity University of Asia, Robinsons Land Corporation

SKILLS

Microsoft Office



Google Suite



Typing Speed: 80 wpm

Accuracy: 96%

Arch. Jerome Galarpe
Robinsons Land Corp.

+63 998-840-2576

Mr. Meynard Robles
Shopee Pte. LDT

+63 915-999-2353
meynardkevinrobles@gmail.com

Ms. Carmina Conzaga
Birches Group LLC

+63 922-841-0122
minarae.gonzaga@gmail.com

CRM



Adobe Photoshop



References