

Caitlin Anne T. Bautista Rpm.

HR Professional / General VA

I am a Licensed Psychometrician and Human Resources Professional with 5 years of experience in recruitment, employee relations, and employee movement and development presently seeking for remote roles where I can contribute my skills related to HR Management and/or General Virtual Assistance.

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Bulacan, Philippines 3005

Trainings and Certificates

DICT - DigitalJobsPH Training 2022

General Virtual Assistance | December 2022

TEFL Professional Institute 2022

Teaching English as a Foreign Language Course | July 2022

Board Licensure Examination for Psychologist & Psychometrician

Licensed Psychometrician | October 2016

Education History

Centro Escolar University

Bachelor of Science in Psychology | April 2016

Languages

Filipino 

English 

Japanese 

Work History

JP Operators Freelancing Agency

Project-based HR Director
November 2022 -present

- Manage and implement HR-related functions including sourcing and recruitment, orientation, attendance monitoring, and payroll processing for the whole team.

Umritun Transcription Services

Part-Time Medical Transcriptionist
November 2022 -present

- Transcribe the recorded medical audio files into text documents and adhere to industry practices and confidentiality guidelines.

Santeh Feeds Corporation

HR Generalist
January 2019 - July 2022

- Monitor employee movement and promotion.
- Prepare memoranda of disciplinary actions.
- Oversee the HR Information System.
- Submit monthly costing, productivity, and other reports.

Recruitment Specialist

November 2016 - January 2019

- Develop recruitment plans to source applicants.
- Facilitate the onboarding process of new hires.
- Organize and conduct Employee Orientation.
- Coordinate with existing manpower agencies.