

# HANNAH T. FERMACE

A graduate in psychology with an understanding of human behavior and communication skills. Eager to apply academic knowledge in a practical setting to contribute to a dynamic team and further personal and professional development.

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Lirio St. Dulo Bo. San Jose Brgy. 187 Tala, Caloocan City

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## WORK EXPERIENCE

### HUMAN RESOURCES GENERALIST INTERN FAR EASTERN UNIVERSITY - DR. NICANOR REYES MEDICAL FOUNDATION (QUEZON CITY)

January 2024 - March 2024

- Assist in providing comprehensive HR support and implementing various HR programs and initiatives within the institution.

### HUMAN RESOURCES INTERN JACINTO & LIRIO - ECOINGENUITY INC. (PASIG CITY)

October 2023 - December 2023

- Managed email follow-up communication for university partnership initiatives and responded to inquiries from interested academic institutions.
  - Assist with the recruitment and hiring process, including screening resumes, scheduling interviews, and exiting process of interns.
  - Presented regular updates on employee status to the executive team.
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## EDUCATION

### BACHELOR OF ARTS IN PSYCHOLOGY

CAP College Foundation, Inc. – Makati City, Metro Manila | Class of 2024

### SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS

Lagro High School - Quezon City, Metro Manila | Class of 2020

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## TRAININGS

### TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY (TESDA)

June 28, 2022

- Participating in Workplace Communication: How to deal with different kinds of people and industries for work and business transactions.
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## SKILLS & INTERESTS

MS Office tools (Word, PowerPoint, Publisher) and Google Applications (Gmail, Google Drive, Google Sheets), Canva, video editing, drawing, documentary/movies appreciation, and music/podcasts enthusiast

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## REFERENCE

Available upon request.