

Julie Ann Padrones

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Work Experience**August 2019 – Present**

RECRUITMENT AND COMPLIANCE OFFICER
HR COORDINATOR – PHILIPPINES (HOMEBASED- FULL TIME)
North Shore Nurses Agency
(Health Care Agency)
Sydney, Australia

1. Sources, screens resume, conducts telephonic and Skype interviews for Assistant in Nursing students and graduates of Certificate III in HSA, Endorsed Enrolled Nurse and Registered Nurses.
2. Check follow ups and updates applicants' requirements in MS One Drive.
3. Conducts nurse's orientation and schedule uniform and ID Badge pick up using CRM called Process St.
4. Tracks applicant's status using Entire HR software system.
5. Monitors leaves, attendance and other benefits of PH-based Virtual Assistants.
6. Post job advertisements, screens resume, conducts salary negotiations and new hire orientation, approves new hires, prepares contracts and signs on behalf of the Company Director employment contracts for PH Virtual Assistants.
7. Ensures that the weekly schedule of the Allocations Officers is updated and clearly communicated.
8. Tracks and updates the leaves of all employees, idle time and level of productivity by using Time Doctor.
9. Provides replacements/relievers for Allocations Officers who were on leave or resigned
10. Technical Skills: Proficient in Excel, MS Word, Power point, Google Drive, Google Contacts, MS Outlook, Microsoft Teams, PDF Nuance, Snipping Tools, MS One Drive, Loom, Process St., Entire HR, Job Adder, Indeed, LinkedIn Recruiter Lite.

June 2019 – Dec. 2019

RECRUITMENT CONSULTANT (HOMEBASED – PART TIME)
OLM Business Solutions (Sourcing Agency)

Duties and Responsibilities:

1. Posts job vacancies of assigned clients.
2. Research and source free job ad posting sites.
3. Research and writes job descriptions for clients.
4. Screens resumes and interviews candidates via Skype or LinkedIn.
5. Establishes rapport and provides timely feedback to candidates about the status of their application.
6. Negotiates salary and job offers to selected candidates.
7. Creates and sends letter of rejection to candidates that were not selected by the client.
8. Sends screened and interviewed candidates to OLM Business Solutions Managing Director for possible endorsement to their client.

October 2018 – August 2019

HR Manager
Jupiter Systems , Inc. | Software Developer

Accomplishments:

1. Increased health management benefits of employees by 38.46% without incurring additional cost.
2. Increased awareness and access of employees by 50% and decreasing management budgeted expense to Eye Care benefit.
3. Introduced and implemented SWOT analysis, KRA monitoring and vendor bidding processes.
4. Spearheaded the facilitation and hosted events during General Assembly and Sports Fest.
5. Created automated HMO employee survey form in Excel.

6. Successfully increased manpower by closing all vacancies for Javascript Software Testers, Programmers, Marketing Officer, Marketing Specialist and ERP Implementation Specialist.
7. Successfully maintain zero attrition for the month of July.

Jun 2017 – Jan 2018 **HR Manager**
George Optical, Inc. | (Retail Industry)

Duties and Responsibilities:

Administrative and Legal Function

1. Meet with Chief HR Officer to give updates on to ensure the efficiency of day to day activities of the department on current issues and discuss reports.
2. Meets with HR team to maintain the efficiency on day to day activities of the department.
3. Attend Monthly Managers to discuss current issues and improve further performance.
4. Reviews contracts and coordinates meetings with vendors such as but not limited to security agency, janitorial services and manpower agency.
5. Interpret company policies and assist in implementation ensuring compliance at all times.
6. Perform General Assembly at practices if necessary.
7. Consult legal counsel to ensure that policies comply with Philippine Labor Laws.
8. Reviews and improves existing contracts such as training agreement, employment contracts, personnel movement agreement.

Recruitment and Training

1. Ensures steady supply of manpower need by all departments specially Operations and other departments.
2. Coordinates with each department head manpower requests and processes the request via HR recruitment.
3. Conducts initial interview for supervisory and managerial levels.
4. Prepares and checks all documentation on employment for Chief HR Officer such as job offer, employment contract and notice of personnel action.
5. Conducts job offer and contract signing
6. Overall in charge of training of the training schedule and roll out of Pre-day 1
7. Monitors, consolidate and analyze training evaluation reports.
8. Conducts job evaluation as needed.
9. Reviews and revise job descriptions

Feb 2016 - May 2017 **HR and Corporate Communications Manager**
KCFAPI | (Insurance)

Feb 2015 - Feb 2016 **HR And Admin Manager**
Stoked Inc | (Retail)

Jun 2014 - Mar 2015 **HR and Admin Manager**
Glazetech Glass & Aluminum Installation AND
ecoSolutions Engineering

Nov 2011 - Jun 2014 **Personnel Officer**
SkyLogistics Philippines Inc/ (Airport Groundhandling Services)

Dec 2010 - Nov 2011 **HR Business Partner**
Maersk Global Service Centre (BPO)

Jan 2007 - Dec 2010 **Senior HR Officer**
Group 4 Securicor (Security Personnel and CCTV Installation)

Jul 2006 - Dec 2006 **HR Officer**

Dec 2005 – Jun 2006 Liwayway Marketing Corporation (Manufacturing)
Recruitment Assistant
AZ Contracting System Services Inc | (Sourcing Agency)

May 2004 - Aug 2005 **HR Assistant**
HR TEAM ASIA INC | (Sourcing Agency)

Certificates

February 2020 **International Open Academy**
120-Hour TEFL Certificate Course

May 4-18, 2019 **International Federation of Professional Managers- PHILIPPINES**
8TH CERTIFIED HUMAN RESOURCE PROFESSIONAL
(Completed 12 units)

2013 **University of the Philippines**
Vocational Diploma / Short Course Certificate in Human Resource Management |
Philippines
Major Workforce Institute on Labor Laws

Education

2007-2009 Pamantasan ng Lungsod ng Maynila
Bachelor of Science in Business Management – Masters in Business Administration
(Masteral of 21 units)

2004 **Philippine Normal University**
Bachelor's/College Degree in Psychology | Philippines
Major