



MATHILDA GAIL BAYLON

Address: Prk. Happy Valley, Tua Tua, Brgy. Matiao, Mati City, Davao Oriental
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SUMMARY

Resourceful and people-oriented with experience in teaching English and supporting HR and office operations, handling recruitment, timekeeping, payroll, employee onboarding, documentation, and daily office coordination. With skills in communication and a steady presence in fast-paced environments,

WORK EXPERIENCE

ESL Online Teacher, Rarejob PH **March 2020 - May 2021**

- Delivering subject-specific instruction to students based on their academic needs.
- Ensuring effective communication with students via chat, video calls, or messaging platforms even with the language barrier.
- Maintained patience and empathy when supporting students of diverse backgrounds

Administrative Officer, JMAC Energy Solutions and Services Inc. **August 2023 - September 2024**

- Prepared professional reports and materials for internal meetings and seminars.
- Draft internal memos, business correspondence, and meeting agendas
- Maintain and update company databases and filing systems (both digital and physical)
- Provide courteous and professional assistance to visiting suppliers or vendor representatives

Human Resources Officer, JMAC Holdings Inc. **February 2022 - December 2025**

- Assist in recruitment: posting job ads, screening applicants, scheduling interviews
- Maintain and update employee records and HR databases.
- Process payroll and manage employee benefit
- Support disciplinary and grievance procedures

EDUCATION

Humanities and Social Sciences **2017-2019**
St. Peters College of Toril

Bachelor of Science in Development Communication **August 2019 - May 2021**
Davao Oriental State University

ADDITIONAL INFORMATION

Technical Skills: Payroll and benefits administration, Scheduling and Timekeeping Tools, Office Software and Digital Proficiency, Graphic Designing, Photo and Video Editing, Photography, Documentation Data Management, Email and Calendar Management, Document Handling, Communication and Customer Service

REFERENCES

Engr. Alvin Llego Valenzuela
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