

QUENNIE ANN M. MARCO

CERTIFIED HUMAN RESOURCE ASSOCIATE

quennieannm@gmail.com | +639777664741
Tunasan, Muntinlupa City, Metro Manila, 1773



PROFESSIONAL SUMMARY

Results-driven and detail-oriented professional with strong analytical, organizational, and communication skills. Committed to contributing to organizational success by applying data analysis and process improvement strategies to enhance efficiency and support company growth. Eager to maximize my potential in a dynamic work environment while delivering high-quality results and continuously developing my professional expertise.

WORK EXPERIENCE

ECEnterprises Group Manila Inc. <i>Back Office Associate (Non-CSR) Item Review</i> Evaluated product information with keen attention to detail, identifying non-compliant, prohibited, or policy-violating items for blocking or corrective action by applying company policies, content guidelines, and quality standards.	December 2025 - August 2026
National Center for Mental Health <i>Clinical Psychology Intern – Child Protection Unit (CPU)</i> Administered, scored, and assisted in the interpretation of psychological assessments for inpatient and outpatient clients.	March 2026 - May 2026
IGT Technologies Philippines Inc. <i>Human Resources Intern</i> Organized and categorized HR files and employee records, observed recruitment and HR processes, assisted with administrative and office tasks, and supported the HR team with day-to-day operations.	February 2026 - March 2026
Lyceum of Alabang Inc. <i>Guidance and Counseling Intern</i> Administered psychological assessments for students and employees while maintaining accurate documentation and confidentiality, assisted with guidance counseling services, student admissions, office inventory requests, inquiries, and daily administrative tasks.	January 2026 - February 2026

EDUCATION

Lyceum of Alabang Inc. Bachelor of Science in Psychology	2023 - 2026
Bicol University Bachelor of Science in Social Work	2020 - 2023
Daraga National High School Senior High School - Humanities and Social Sciences	2018 - 2020
Daraga National High School Junior High School	2014 - 2018

SKILLS AND EXPERTISE

Technology Literate	Visual Media Creation	Organized and Detail Oriented
Critical Thinking	Adaptability and Problem Solving	Data Analysis
Communication Skills	Leadership and Team Collaboration	

CERTIFICATIONS

- Leadership and Supervisory Skills: From Managing Task to Leading People**, GACS - February 2026
- Resilience and Stress Management**, Cordillera Young Leaders Club - January 2026
- Psychological First Aid & Workplace Mental Health: A Practical Support Skills and Your Rights Under Labor Laws** - January 2026
- Certified Human Resource Associate (CHRA) Assessment, Batch 62 - Top 3 Passer** - August 2025
- Media Mindfulness: Harnessing Critical Thinking in the Digital World**, Muntinlupa City Hall - July 2024
- Balik-loob: Gampanin ng Sikolohiyang Pilipino sa Pagtuklas at Pakikipagkapwa**, University of the Philippines Diliman - May 2024