

Gaisano Grand Group of Companies  
TabunokTalisay City Cebu  
February 2016- March 2017

12,000 (monthly)

(1 year & 5 months)

- low compensation

\* handle 200 - 400 workers (Talamboan store)  
\* compensation & benefits  
\* recruitment  
\* counseling

#### HR Officer

- Support in the various human resource functions which include recruitment, agency based, timekeeping, benefits & documents and employee counseling.
- Monitor daily attendance.
- Provide advice and recommendations on disciplinary actions
- Attend and reconcile DOLE conference or hearing = 3-4 times; salary disputes; health issues
- Facilitate Orientation Training for the new intakes
- Plan for recruitment strategies and attend recruitment events and job fair

Home Study Tutorial Center  
3 Sapphire St., St. Michael Village  
Cebu City, Cebu  
October 2015- July 2016

Part time academic Tutor (white working in accenture)

- Assist students with their academic studies
- Help students with subject content according to individual strength

Accenture Inc (2 years)  
Pioneer House, Cebu Business Park  
Cebu City, Cebu  
February 2013- December 2015

Healthcare Account  
Atham Blue Cross  
15K (CBP)  
17K-18K (ATH-1M)

\* look for a job related to her degree

#### Data Analyst

- Perform data entry and research in various systems and tracking tools.
- Apply knowledge of data analysis to resolve non-standard and standard contracts.
- Conduct claim test to ensure contract codes are free of discrepancies in the systems.
- Adjudicate contracts or claims to decreased manual claim processor.
- Part of execution team that handles special projects to work on complex contracts.

#### EDUCATIONAL EXPERIENCE

Post Education

: Cebu Normal University  
Osmeña Blvd, Cebu City  
Diploma for Professional Education  
June 2014-Present 2015 - 18 units