

January 6, 2020

TO: HIRING MANAGER

Iploy Staffing Solutions Inc.
Ayala Center Cebu Tower,
Cebu Business Park, Cebu City
6000

Dear Sir/Maam:

Greetings!

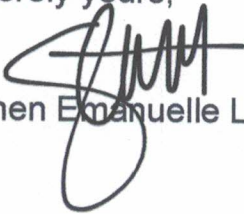
I am writing to submit my application for any position in your company as advertised in Mynimo.com. I am interested in joining your organization and willing to work immediately.

I have at least 2 years of experience as Human Resource Officer in a Hotel Industry. During my tenure, I have hands-on experience in Recruitment and Selection, Training and Development, Compensation and Benefits, Employee and Labor Relations and Government-related Compliance. I am committed, hardworking and easy to work with and I believe I will be a great fit for your organization if given the chance.

Furthermore, please see attached copy of my resume for your reference. If you have any questions or concerns, please do not hesitate to contact me at 09159042817 or shanenlaps4@gmail.com

Thank you for your time and consideration.

Sincerely yours,



Shanen Emanuelle Lapitan

Josephine Timblin (referee)

Lapitan, Shanen Emanuelle G.

413-G P. del Rosario Ext. Sambag 1, Cebu City 6000
09159042817 • shanenlaps4@gmail.com

w/ her family (SSS)
M = public teacher
P = safety Eng. (PESU)

23 y.o

Objective

To secure any challenging position in a reputable organization to expand my learnings, knowledge, and skills.

23/03/2018, middle class

Key Qualifications

ES = 18K - 20K

- Great communication and interpersonal skills.
- Detail oriented, strong organizational skills with ability to carry out tasks with minimal supervision.
- Proven ability to work effectively with diverse personalities in a tactful, decisive, and resourceful manner.
- Knowledgeable in HRIS
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook, Social Media Platforms
- Extremely dedicated, organized and team-oriented

Work Experience

Human Resource Officer

Southpole Central Hotel and Southpole Pension House

June 01, 2018 up to Present

70 employees

- Responsible in HR and Admin Functions
- Maintain Employee's 201 Files
- Monitors Employee's Attendance, Leaves and Absences
- Handles all Recruitment and Selection Process
- Conduct orientation to newly hired employees
- Administer in Disciplinary Process, Employee Counseling and Engagement
- Coordinate with Accounting Head in Timekeeping and Payroll Process
- Process statutory requirements, reports, and payments with SSS, PHIC and HDMF
- Provides general assistance in day to day operations
- Assist in government-related compliance
- Prepare meetings, appointments and special events.
- Perform other related duties as required by the B.O.D

Pay-out - 8,500

* Floating status (March 2018)

17K - 18K

- made her own contract

* temporary

part-time

- ESU

- w/o off

Human Resource OJT

Southpole Central Hotel

Nov. 2017 - Feb. 2018

long term / short
HR Manager
mechanics

* career development

Educational Attainment

Bachelor's Degree in Business Administration major in HRDM

University of Cebu - Main Campus

March 2018

References

Fous
- recruitment f

• dream house
• independent

Available upon request.

5 companies

selection

20 more daily calls