

*11/6/21*  
*M-M-M-M-M*  
*3rd applied catlon*  
*days left*  
*P = PH - WTD*

**MARIA ANGELLIE KAYE S. EDAÑO, RPM**

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*684*  
*M - work OFFICE*  
*I - ANTI-CORRUPTION ANTI-TRAFFIC*  
*25-0,, Single = PF -> corridor*  
*= Teambuilding*

**OBJECTIVE**

A Psychology Graduate of 2017, A Psychometrician Board Passer in the year 2018. An experience HR in the field for 1 year and 3 months. Seeking a human resource position to apply knowledge of communication protocols and ability to oversee recruitment efforts in maintaining efficient human resource operations.

**EDUCATION BACKGROUND**

<b>College</b>	University of San Carlos Talamban Campus, <i>Bachelor of Science in Psychology</i>	S.Y. 2013-2017
<b>Secondary</b>	University of San Carlos South Campus,	S.Y. 2009-2013
<b>Primary</b>	Colegio del Santo Niño,	S.Y. 2003-2009

*ES = 15-18K*  
*after 6mo*

**WORK EXPERIENCE**

**REERACOEN BPO INC**  
*HR Assistant*

*1 year*  
*CALISA*  
*JAPANESE*  
*10-15 applicants (weekly meeting)*

February 18, 2019 – March 2020

*HK = 7.15K*

- Recruitment: from end to end process
- Conducting Energizer (every Morning)
- Benefits from (SSS, PHIC and HDMF)
- Company Activities
- Employee Relations
- Assisting the HR Specialist

*# greener pasture*  
*= benefits*  
*W/ HMO*  
*= APD*  
*= quota if reach*  
*March 2020 = ESU 57 BANK*  
*- present = Sustainable*  
*=*  
*a company closed prior pandemic*

*any field of HR*

**GLATS**

*ESL Teacher*

*(6 months)*

March 28-September 29, 2018

- Teach English to Japanese
- Through Computer Only

*board exam*  
*October 2018*

**MTECH**

*HR Officer*

*(3 months)*

October – December 2017

- Time Keeping
- Recruitment: end to end process
- 201

*project based*

*iPlay?*  
*= really interested*  
*w/ the work*

*= LOW COST*  
*AV*  
*FINANCE PARTS*  
*=*  
*RECRUITMENT*

*long term*  
*Past time*  
*stay*

## SEMINAR AND TRAINING EXPERIENCES

*Volunteer as a facilitator in Bidlisiw Foundation, Inc : Adventure Camp 2016*  
Borromeo Island Resort , Bakbaw, Esperanza, San Francisco, Cebu City.  
May 30, 31 and June 1, 2016

*Certificate of Completion : Kool Adventure Camp*  
RAFI-KAC Adventure Education Center, Cansomoroy, Balamban, Cebu, Philippines  
June 15, 16 and 17, 2016

*Volunteer as a facilitator in A Beneficiary's Pathway : A Self-Awareness & Leadership Training Seminar*  
Hoeppener Hall, RH Bldg., University of San Carlos, Talamban, Cebu City.  
March 6, 2016

*Certificate of Participation: GMM: Labor Laws.*  
SAS AVR, University of San Carlos, Talamban, Cebu City.  
September 26, 2016

*Volunteer as a facilitator in Team Building of Cebu City Resource Management Development Center*  
Montebello Villa Hotel, Gov. M. Cuenco Avenue, Apas, Cebu City.  
November 4 & 5, 2016

*Volunteer as a facilitator in the Conduct of Activity by NYC youth representatives in the implementation of the Juvenile Justice and Welfare Act*  
Cebu City Operation Second Chance Center, Kalunasan, Cebu City  
November 26, 2016

*Volunteer as a facilitator in the Urban Race of the University of San Carlos Department of Communications, Languages and Literature*  
University of San Carlos-Talamban Campus, Cebu City  
December 10, 2016

*Volunteer as a facilitator in the 1st Neovia Philippines Team Building Activity*  
Best Western Sand Bar, Cordova Cebu  
December 13, 2016

## AFFILIATION IN ORGANIZATIONS

Name of the Organization Position

The Facilitator Circle Senior Facilitator May 24, 2016 –April 25,2017

## AWARDS

Outstanding Facilitator April 25,2017

Psychometrican Board Passer 2018