



CONTACT

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📍 Brgy. Manlilinao, Ormoc City

EDUCATION

VISAYAS STATE UNIVERSITY

BACHELOR OF SCIENCE IN
AGRIBUSINESS

2015-2020

- VSU CHESS VARSITY
- MVP (VSU WIDE INTRAMURALS 2015)
- BRONZE MEDALIST (SCUAA 2015)
- GOLD MEDALIST (SCUAA 2016, 2018 & 2019)

SKILLS

- Time Management
- Teamwork
- Maintaining Files
- Critical Thinking

CERTIFICATION

- CSC Professional Eligibility

MARIAN JANE RONDINA

HR GENERALIST

Results-driven HR Generalist with extensive experience in streamlining HR operations and enhancing organizational efficiency. Demonstrated ability to implement HR policies that improve employee retention and foster a positive workplace environment. Highly organized and dedicated to continuous improvement and excellence in HR practices.

PROFESSIONAL EXPERIENCE

HR GENERALIST

09/18/2023 - 06/30/2024

PRINCE RETAIL GROUP OF COMPANIES

- Led talent acquisition, staffing, and employment processing, ensuring effective onboarding and the right fit for the team
- Facilitated training and development programs with a keen emphasis on accurate records management
- Skilled in fostering positive employee relations and driving retention strategies.
- Managed and executed personnel transactions with accuracy and confidentiality.
- Provided comprehensive operational support across departments to ensure seamless daily store operations.

HUMAN RESOURCE

07/16/2021-07/30/2022

RIVER VALLEY DISTRIBUTION, INC (RVDi)

- Coordinated interviews and managed calendars to ensure a smooth process.
- Reviewed incident reports and collaborated with HR for employee information updates and business permits.
- Resolved employee complaints through mediation and collaboration, fostering a positive work environment.
- Managed daily replenishment of petty cash fund.

TEAM SUPERVISOR

09/01/2020-10/30/2020

PHILIPPINE STATISTICS AUTHORITY

- Coordinated with enumerators and staff.
- Oversaw team performance during fieldwork.
- Provided reports and updates to the PSA.
- Met deadlines for data collection and reporting.

VOLUNTEER & EXTRA CURRICULAR ACTIVITIES

Volunteer, Philippine Red Cross Ormoc City Chapter

- Conducted surveys for Red Cross housing grantees
- Volunteered in COVID-19 vaccination

STUDENT ASSISTANT/S.A

08/01/2019-12/20/2019 (1 SEM)

VISAYAS STATE UNIVERSITY -LIBRARY

- Sorted and reshelfed returned materials..
- Assisted students and visitors with library queries and locating materials.
- Maintained clerical duties and supported organizational tasks.

CWTS FACILITATOR

08/01/2019-12/20/2019 (1 SEM)

VISAYAS STATE UNIVERSITY

- Guided students in community engagement projects.
- Facilitated learning sessions and workshops.
- Encouraged active participation in community visits and team activities.