

SHARON P. MESTIDIO

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EDUCATION

University of the Philippines Visayas

- MED Guidance and Counseling, 2014-2016
- BA Psychology-Management, April 2007

WORK EXPERIENCE

Guidance Counselor III, Capiz State University
Dumarao, Capiz

January 2018-Present

- Admits incoming first year students
- Assists students’ academic, personal/social and career needs through Guidance Programs and Services
- Performed administrative duties as needed

Content Specialist II, Reed Elsevier Shared Services (Philippines) Inc .,
Iloilo Business Park, Mandurriao, Iloilo City
A Shared Services outsourcing company

August 2015-Present

- Checks website issues
- Submits data for analysis and problem solving

Guidance Personnel, PHINMA University of Iloilo, Rizal St, Iloilo City
An education network of PHINMA group of companies

October 2013-July 2015

- Administered standardized psychological tests
- Organized activities for student development
- Assisted students’ academic, personal/social and career needs

Customer Service Representative, Sitel Philippines Corp.,
Ortigas Center, Pasig City
A Business Process Outsourcing company

June 2010-June 2013

- Attended to general inquiries, bookings, changes/cancellation for airline customers
- Waived fees for customer on certain conditions as a *superagent*

Customer Sales Representative, Aegis People Support, Inc.,
Ayala Avenue , Makati City
A Business Process Outsourcing company

February 2010-May 2010

- offered travel booking (hotel, flights, other accommodation/s)

HR Assistant, Newtrends International Corp.,
Pasong Tamo Street., Makati City
A distribution and retail company of international brands

September 2009-January 2010

- Recorded and monitored sick leave and vacation leave balances of employees
- Performed other clerical and administrative tasks assigned by supervisor

HR Assistant, Alpha Machinery & Engineering Corp.,
Chino Roces Ave., Makati City
A family corporation that sells agricultural machineries nationwide

July 2008-June 2009

- Handled recruitment
 - Searched through internet search engines, list of graduates from school, job fair participation, print ads and referrals
 - Interviewed applicants and administered qualifying exams
- Processed requirements for successful applicant
 - Prepared contracts

- Received, kept and maintained documents for employee 201 file
- Registered new employee to government agencies such as SSS, BIR, PAG-IBIG and PhilHealth
- Conducted employee orientation on company policies and benefits
- Handled performance evaluation of probationary and contractual employees
- Updated employee Vacation and Sick Leave Records
- Monitored employee attendance-absences/tardiness
- Issued warning and memorandum to employees/s for company violation
- Processed mandatory government benefits
- Updated Group Life Insurance
- Endorsed employee inquiries, complaints, recommendations and proposals for management review

Resource Associate, Agilys, Inc., Legaspi Street, Makati City
A recruitment company for call center agents

January 2008-June 2008

- Handled recruitment
- Implemented appropriate sourcing methods (advertisements or directories) to attract applicants
- Interviewed and administered qualifying exams to applicants

Student Assistant, University of the Philippines Visayas, Miag-ao, Iloilo
A UP System branch (National University)

October 2004-March 2007

- Performed administrative and clerical tasks in accounting office
- Forwarded memorandum to different units of the university
- Filed and encoded data
- Attended to phone calls

OTHERS

Civil Service Eligible (Professional Level)- 84.05 rating

Character Reference Available upon Request