



## Catherine P. Alesna, Rpm

### OBJECTIVES

To work in a company/organization that provides me variety of opportunities to enhance my skills and knowledge in Human Resource, as well as to contribute to the growth of the organization and its goals.

### SKILLS

- Data Entry
- Hiring Process
- File Management
- Personnel Records Maintenance
- Administrative Skills
- Compensation/Payroll
- Collaborative
- Excellent Work Ethic
- Responsible

### CONTACT INFORMATION

**Email:** alesna.careers@gmail.com

**Contact No:** 09553612431

**Permanent Address:** Brgy. Tunga-tunga, Maasin City, Southern Leyte

**Facebook:**

<https://www.facebook.com/catherine.alesna021>

**LinkedIn:** <https://www.linkedin.com/in/catherine-alesna-78b686221>

## WORK EXPERIENCE

### Psychometrician (Job Order)

**Southern Leyte State University - Main Campus | Sept 2023 - Present**

- Provides leadership and coordination during the planning, implementing, monitoring and evaluating and providing support relative to the testing programs of the University
- Administers, scores & interpret entrance examination for the incoming freshmen students prior to admission
- Administers, scores & interpret psychological test to OJTs, job applicants, referred clients of the University

### HR ASSISTANT

**Tekton Entre Multipurpose Cooperative, Cebu City | Sept 2022 - April 2023**

- Recruitment & Selection
- Compensation & Benefits
- Admin & Clerical Works
- Facilitate & Process Coop Membership

### TALENT ACQUISITION SPECIALIST (INDUSTRIAL INTERNSHIP)

**HR Primo Management Services | Sept 2021 - Nov 2021**

- Online Job Posting, Screening, and Selection
- Conducting Initial Phone Interviews of the applicants
- Campaign manager for the training: Strategic HR Management

### CLINICAL INTERNSHIP

**Psyche Solution Psychological Services | July 2021 - Sept 2021**

- Observing Clinical Interviews
- Writing Psychological Report
- Attended Clinical Case Presentations
- Conducted mental wellness program for Cancer Kids

## TRAININGS AND SEMINARS ATTENDED

### STRATEGIC HR MANAGEMENT - NOV 06, 2021

by HR Primo Management Services

### BECOMING A CATALYST LEADER: ELEVATE YOUR TEAM PERFORMANCE - OCT 23, 2021

by HR Primo Management Services

### WHAT'S BEHIND THE BOX: THE FUNCTIONS AND GOALS OF HUMAN RESOURCE - SEPT 25, 2021

by HR Primo Management Services

## ACADEMIC HISTORY

### UNIVERSITY OF SAN JOSE-RECOLETOS

BACHELOR OF SCIENCE IN PSYCHOLOGY

June 2018 - July 2022

### SAINT JOSEPH COLLEGE

HUMANITIES AND SOCIAL SCIENCES (HUMSS)

June 2016 - March 2018

## ORGANIZATION / AFFILIATIONS

Josenian Association of Psychology Students – Member

CFC - Youth for Christ – Member

Teatro Hulagway Club (SHS) – Officer (Art Ambassador)

## AWARDS, ACHIEVEMENT, LICENSURE

### COLLEGE

Cum Laude (2022)

DOST Scholarship Award (2018-2022)

Registered Psychometrician (2023)

### SENIOR HIGH SCHOOL

With High Honors (2018)

Outstanding Performance in Arts (2018)

## CHARACTER REFERENCES

### Ms. Nenita V. Flores, MAEd, RGC

Guidance Counselor

Southern Leyte State University- Main

Contact No. 09195521178

### Ms. Alma O. Abarro

Asst. Gen Manager/ HR Manager

Tekton Entre Multipurpose Cooperative

Contact No. 09195521178

### Ms. Cristina Codilla

President/CEO

HR Primo Management Services

Contact No.: 09123616653