

## **Krys Ellaisa F. Grava**

Brgy. Nueva Esperanza, Saint Bernard, Southern Leyte

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Mobile: 0956959939474

I am an aspiring Mental Health Practitioner, currently a HR officer with a keen interest in creative writing

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### **CAREER OBJECTIVE**

I would love to effectively apply my current knowledge, skills and abilities through a job relating to human resource and people management. Moreover, I aim to grow and acquire additional skills and experiences in public service.

### **LICENSE ACQUIRED**

Registered Psychometrician

November 2018- present

### **EDUCATION**

University of San Jose- Recoletos, Magallanes Street, Cebu City 6000

Bachelor of Science in Psychology

Cum Laude

#### **Secondary**

School: Cristo Rey Regional High School

Malibago, Saint Bernard, Southern Leyte, 6616

Year: 2010-2014

Graduated- March 2014

First Honourable Mention

#### **Elementary**

School: Ayahag Elementary School

Ayahag, Saint Bernard, Southern Leyte, 6616

Year: 2007-2010

Graduated- March 2010

First Honorable Mention

Nueva Esperanza Elementary School

Nueva Esperanza, Saint Bernard, Southern Leyte, 6616

Year: 2004-2007

### **WORK EXPERIENCES**

**Prince Retail Group of Companies**

**Human Resource Operations Merchandising Specialist**

May 2019- present

Store Admin Supervisor Reliever  
February 2019- April 2019

Human Resource Operations Admin  
May 2018- May 2019

#### SKILLS AND ABILITIES

- Basic understanding on facilitating psychometric tests
- Basic knowledge on test materials mostly used here in the country
- Basic interviewing and recruitment skills
- Conducted corporate survey and Basic data interpretation
- Basic Knowledge on making Psychological Report/ Clinical Report
- Proficient Knowledge on Microsoft Excel and Word
- Facilitating and Managing Activities
- Leadership Experience
- Organization and Time Management Skills
- Substantial knowledge in making job description, compensations and benefits , making training modules and the recruitment process
- Made a training module on “Cultural Adaptation in a Workplace”
- Interviewed few HR officers and staff as a source of knowledge to have a better understanding on the facets of industrial psychology
- Efficient in Written and Oral Communication

#### AFFILIATIONS

- Vice President- Internal JAPS (Josenian Association of Psychology Students) S.Y.2017- 2018
- Editor- in- chief of The Looking Glass Publications (The Official Publication of Josenian Psychology Students) S.Y. 2017-2018
- Member of the Philippine Mental Health Association
- Staff Writer of The Looking Glass Publications (The Official Publication of Josenian Psychology Students) 2015-2017

#### AWARDS, TRAININGS AND SEMINARS ATTENDED

- Personality Assessment In Clinical and HR Settings What Psychologists and Psychometricians Need to Know” seminar- workshop (Webminar , June 8, 12, 15, 19, 22, 26 and July 3, 2020)
- Train the Trainors Seminar (April 2019)
- Work Attitude and Values Enhancement Seminar (February 2019)
- PAPJA (Philippine Association of Psychologists Junior Affiliates) Convention 2017 with a theme “Emphasizing Mental Health in the Philippine Society”
  - Workshop Seminar on Forensic Psychology: Assessing Psychological Incapacity in Petitions for Nullity of Marriage
  - Scriptwriter and actress in In short, Ga Film (Third Place in PAPJA Psychclips Competition 2017) based on the PAPJA 2017 theme.

- Involved in Voluntary Services during the Brigada Eskwela 2017 in Maribago High School conducted by the Palawan Pawnshop- May 21, 2017
- Attended seminar on Social Networking and its Safety Nets on March 4, 2017 PM
- Attended seminar entitled “Inside the Minds of the HR’S: Qualities Desired of an Intern”- March 4, 2017 AM
- Attended “Formation Session for Student Organization Leaders”- February 24-25, 2017
- Attended seminar entitled “Psychology Integrated into the Business World”- February 11, 2017
- Attended seminar entitled “The Art of Questioning: Interrogating Crime Suspects”- January 28, 2017 PM
- Conducted a seminar entitled “Mental Health Act in the Philippines”- January 28, 2017 AM
- CWTS Training (2014-2015)

#### Character References:

- Marife Merto  
Principal I- Saint Bernard Central School  
09277466438
- Bernadette Siarza  
Prince Retail Group of Companies  
People Learning and Development Associate  
09569393098
- Christine Joy Retusto  
Qavalo  
Human Resource Officer  
09064602409

