



MARY CLAIRE MACARIOLA-CARLSON

HR PROFESSIONAL & LIFE COACH

Professional Life and Mental Health Coach, Certified by Global Institute for Coaches and Entrepreneurs, Texas, USA. More than 15 years of experience in Human Interaction and Human Resources, Business Development and Administrative Management. With exposure to the international markets. Well-rounded in customer service, cross-functional collaboration, and human resource management. Competent in handling multiple tasks by prioritizing duties depending on urgency to maintain quality.

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✉ macariolamaryclaire@gmail.com
📍Bunga, Baybay City, Leyte, Philippines

AREAS OF EXPERTISE

- Administrative Management
- Professional Correspondence
- HR Planning, Policies & Procedures
- 360° Recruitment
- Compensation and Benefits
- Contract Management
- Statutory Compliance
- Analytical Thinking & Planning
- Personnel Management/ER
- Training and Development
- Organizational Development
- Strong Communication
- Team Leadership

CIVIL SERVICE ELIGIBILITY

Professional Civil Service 85.95
Sub Professional Civil Service 87.89

AFFILIATIONS

Brand Ambassador – Global Institute for Coaches and Entrepreneurs, USA
Member – People's Management Association of the Philippines (PMAP)
The Premier Organization of HR Professionals and People Managers
Member – Life Coaches Toastmasters Club International
Member – International Federation of Business and Professional Women (BPW)
Member – Lions International (Ormoc Crystal Lions Club)

REFERENCES

HON. DOMINIC JUNIE F. MURILLO
09991683474
MARIA CLOTILDE VELOSO DE LEON
09778253000

EDUCATION & QUALIFICATIONS

MASTER OF MANAGEMENT IN BUSINESS MANAGEMENT
Visayas State University (Online) pursuing

MASTER'S IN PUBLIC ADMINISTRATION
College of Maasin (Online) pursuing

LIFE & MENTAL HEALTH EDUCATION & SUPPORT FOR LIFE COACHES

Global Institute for Coaches and Entrepreneurs, USA 2021

IMBA (INTERNATIONAL MASTER IN BUSINESS AD)

Einstein University de London (Online) 2020

BACHELOR OF SCIENCE MAJOR IN PSYCHOLOGY

Southwestern University 1999

IELTS EXAM, BRITISH COUNCIL, SINGAPORE 7.5 (AVE) 2020

BASIC CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

Singapore Human Resource Academy, Singapore (Grade: A)

APPLY ADULT LEARNING PRINCIPLES AND CODE OF ETHICS

Singapore Training and Development Association

OCCUPATIONAL SAFETY AND HEALTH PROFESSIONAL

OCCUPATIONAL SAFETY AND HEALTH TRAINER

Occupational Safety and Health Academy

WORK EXPERIENCES

LIFE AND MENTAL HEALTH COACH 2021
GICE, Asia Core

HUMAN RESOURCES/RECRUITMENT MANAGER 2013-2020
Ennovatez Pte Ltd., Singapore

RECRUITMENT CONSULTANT 2010-2012
Mystic Global Pte Ltd, Singapore

**SECTION HEAD (INSTITUTIONAL SERVICES DEPARTMENT
HUMAN RESOURCE AND MEMBERSHIP DEVELOPMENT)**

Metro Ormoc Community Cooperative (OCCCI)

GUIDANCE COUNSELOR

Mater Divinae Gratiae College, Dolores, Eastern Samar

HR ASSISTANT

Metro Ormoc Community Cooperative (OCCCI)

PSYCHOMETRICIAN/ GUIDANCE COUNSELOR

Saint Peter's College, Ormoc City