



# GUADA MAE R. SILVANO

## HUMAN RESOURCE ASSISTANT

### PERSONAL PROFILE

I am a Human Resource personnel with various experience in different facets of Human Resources. I handled Recruitment, Labor Relations, Engagement, and Training and Organizational Development.

### AREAS OF EXPERTISE

Events Management  
Document Handling  
Records Keeping  
Recruitment  
Training

### CONTACT INFO

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Leyte  
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## WORK EXPERIENCE

### HUMAN RESOURCE ASSISTANT

**SM Engineering, Design, and Development Corp. |  
August 2019 - May 2021**

#### **Recruitment | August 2019 - September 2020**

- End - to - end recruitment, including orientation.
- Prepares onboarding kits.
- Endorses new hires to their supervisors.
- Updates the Recruitment Tool for New Hire updates.
- Conducts background checks.
- Processes billings for vendors.
- Maintains records of past and present applicants.
- Provides assistance to the Recruitment Supervisor and Head.

#### **L&OD | September 2020 - May 2021**

- Creates graphics for training invites.
- Prepares presentation materials for various training and projects being handled.
- Prepares the logistics of the conference or training rooms.
- Assists in company initiated events.
- Handles and updates the training database.
- Schedules training and meetings.
- Conducts various trainings.
- Handles organizational development projects.
- Provides assistance to the Behavioral Training Manager and Head.

### HUMAN RESOURCE OFFICER

**Mondes International Beauty Products Inc. | April  
2019 - July 2019**

- End - to - end recruitment, including orientation.
- Endorses the new hire to the supervisor.
- Does field works. Goes to different stores in Cavite and Laguna to hire.
- Receives and validates requirements.
- Does background checks and house visits.
- Reports to the General Manager and Company President.

## ACADEMIC HISTORY

### POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

**BS Psychology | Jun 2015 - Jun 2019**

President's Lister

Vice President for External Affairs, PUP Bukluran sa Sikolohiyang  
Pilipino

Vice President, Tatsulok

## WORK REFERENCES

Kryslie Angela R. Guia

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