



Krysa Ellaisa Grava

Human Resource Officer



Nueva Esperanza, Saint Bernard, Southern Leyte, 6616



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SUMMARY

I am a Registered Psychometrician, an aspiring Mental Health Advocate with a keen interest in creative writing. Now, I am an HR Officer dedicated on helping and supporting my co-employees with their human resource needs

CAREER

**JUN 2019 -
PRESENT**

Prince Retail
Group of
Companies

**HUMAN RESOURCE BUSINESS PARTNER
MERCHANDISING SPECIALIST**

- Store/ Operations Admin and HR support, coordinate Merchandising concerns

FEB - APRIL 2019

Prince Retail
Tanjay,
Negros

STORE ADMIN SUPERVISOR RELIEVER

- HR Generalist- timekeeping, engagement, employee relations and admin tasks

**MAY 2018 -
JUN 2019**

Prince Retail
Group of
Companies

HUMAN RESOURCE ADMIN

- facilitate overall admin tasks assigned for store operations support such as facilitation of transactional incident reports and recording of movements

EDUCATION

2014-2018

Bachelor of
Science in
Psychology

UNIVERSITY OF SAN JOSE-RECOLETOS

- Graduated Cum Laude
- Vice President- Internal in Josenian Association of Psychology Students 2017-2018
- Editor-in-Chief in The Looking Glass Publications 2017-2018, Staff Writer 2015-2017

2010-2014

Graduated
High School

CRISTO REY REGIONAL HIGH SCHOOL

- Graduated First Honorable Mention
- Class Treasurer 2012-2014

SKILLS

Basic Skills in Recruitment, Employee Relations, Training and HR Data Interpretation, Coaching and Counseling Skills, Creative, Technical and Scriptwriting Skills