

# MARIAN JANE B. RONDINA

Brgy. Manlilinao, Ormoc City, Leyte, 6541

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## Educational Attainment

### VISAYAS STATE UNIVERSITY

Bachelor of Science in Agribusiness

Brgy. Guadalupe, Baybay City, Leyte

### NEW ORMOC CITY NATIONAL HIGH SCHOOL

Secondary Level

Brgy. Don Felipe Larrazabal, Ormoc City, Leyte

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## Work Experience

### PRINCE RETAIL GROUP OF COMPANIES

#### HR Generalist (September 2023-June 2024)

Padre Inocentes Street, Naval, Biliran

- Responsible for recruitment efforts
- Onboarding & Offboarding
- Manpower monitoring
- Managed incident reports, handled employee grievances, and implemented disciplinary actions in compliance with company policies
- Provide essential operations support to various department
- Coordinate training and development programs for supervisors and staff
- Update HR system and prepare monthly report
- Record management

### RIVER VALLEY DISTRIBUTION, INC

#### Human Resource Staff | July 2021 - July 2022

Brgy. Dayhagan, Ormoc City, Leyte

- Prepared daily replenishment reports and conducted monthly office supply inventory
- Processed utility payments, updated BIR books, and facilitated permits to ensure compliance.
- Assisted with employee concerns on payroll, benefits, and uniforms
- Provided comprehensive administrative support, including phone inquiries and interdepartmental coordination
- Supported onboarding by coordinating post-hiring processes

### PHILIPPINE STATISTICS AUTHORITY

#### Team Supervisor | September 2020-October 2020

Brgy. Cogon, Ormoc City, Leyte

- Supervised enumerators and staff to ensure efficient fieldwork operations.
- Monitored team performance and provided regular updates to the PSA.
- Coordinated data collection activities to meet strict deadlines.
- Prepared and submitted accurate reports on project progress.

### VISAYAS STATE UNIVERSITY-LIBRARY

#### Student Assistant | August 2019-December 2019

Brgy. Pangasugan, Baybay City, Leyte

- Assisted teams with administrative tasks, including filing, data entry and customer service
- Maintained accurate records and supported day-to-day operations
- Developed strong organizational and multitasking skills while balancing academic commitments

**CWTS Facilitator | August 2019-December 2019**

- Guided students in planning and implementing impactful community engagement projects
  - Facilitated interactive learning sessions and workshops to develop civic responsibility and leadership skills.
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**Skills**

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|---------------------------------------------|----------------------------|
| • Recruitment and Talent Acquisition        | • HR Policy and Compliance |
| • Employee Relations & Conflict Resolution  | • HRIS and Data Reporting  |
| • Time Management and Organizational Skills | • Records Management       |
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**Certifications & Training**

- **Civil Service Professional Eligibility | Philippine Civil Service Commission | August 2023**
  - **The Recruitment and Onboarding Process | Alison | 2024**
  - **Labor Standards and Effective Recruitment Training | Prince Academy, Prince Retail Group of Companies | 2024**
  - **Standard First Aid and Basic Life Support Training | Philippine Red Cross | 2021**
    - Certified in providing first aid and performing life-saving techniques during emergencies
  - **Disaster Risk Reduction and Management Training | Philippine Red Cross | 2021**
    - Trained in disaster preparedness, mitigation, and response to various emergencies
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**Extracurricular Activities & Volunteer Work**

- **Gold Medalist, Chess Team | Visayas State University | SCUAA 2016, 2018, 2019**
    - Contributed to the team's success in securing gold medals in multiple regional competitions
    - Achieved #1 Individual Champion in the Women's Chess Category (2018)
  - **MVP, Chess Tournament (Intramurals) | Visayas State University | 2015**
    - Recognized as the Most Valuable Player for outstanding performance during the university intramurals
    - Recruited as a varsity chess player in the same year, showcasing advanced skills and dedication
  - **Bronze Medalist, Chess Team | Visayas State University | 2015**
    - Played a key role in helping the team secure a bronze medal during the SCUAA competition
  - **Volunteer | Red Cross Ormoc City Chapter | 2021**
    - Conducted surveys and gathered data to assess the needs and satisfaction of housing grantees
    - Assisted in COVID-19 vaccination
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