



Ivy Joy P. Ramos

☎ 0955-139-0313

📍 Purok San Roque
Brgy. Sta. Fe, Matalom Leyte

✉ ramospalenivjoy@gmail.com

💻 Vyy Ramos- Facebook

PROFILE

■ HR Practitioner

Knowledgeable in all Human Resource facets in a Retail Industry. Responsible in recruiting and selecting qualified applicants up to their last day of separation to the company.

■ Data Associate

Compiling and conversion of employee records to digital format using the HRMIS. Employee record maintenance. Ensure data integrity and compliance with policies and procedures.

SKILLS

- Flexible
- Proactive
- Computer Literate
- Able to work with less supervision

WORK EXPERIENCE

HUMAN RESOURCE DATA ASSOCIATE - JOB ORDER

*Southern Leyte State University - Main Campus
UHRMD Office*

February 14, 2022- December 29, 2023

HUMAN RESOURCE ASSISTANT

Puregold Price Club Inc.

Bato Leyte and Baybay Leyte Branch

March 12, 2019- January 5, 2022

DATA ENCODER

Sto. Niño Mother and Child Clinic

June 5, 2018 - November 25, 2018

ELIGIBILITY

Career Service - Sub Professional

HIGHEST EDUCATIONAL ATTAINMENT

**Bachelor of Science in Business Administration
major in Human Resource Development
Management**

(S.Y 2017-2018)

Saint Joseph College Maasin

Tunga-Tunga, Maasin City, So. Leyte

CHARACTER REFERENCE

09209548101

SLSU Main Campus

Human Resource Management Office

09473062944

Johnny B. Paildelan

Section Supervisor - Puregold Price Club Inc.