

# NINA MAE CAMANDONA

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## SUMMARY

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Dedicated and motivated Psychology graduate, *Cum Laude*, equipped with substantial knowledge, and technical skills.

## WORK EXPERIENCE

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March 2021- July 2021

### **PART-TIME INSTRUCTOR**

VISAYAS STATE UNIVERSITY

Pangasugan, Baybay City, Leyte



- Conducts college-level course in the field of Social Science.
- Handles the subject The Contemporary World (ScSc 13-n).
- Responsible for preparing and delivering online lectures and leading online classroom discussions.
- Administer and grade examinations.
- Prepares activities and evaluates students' performances

July 2018 – Aug 2020

### **HUMAN RESOURCE OFFICER**

SOUTH SPEAK ENGLISH INSTITUTE INC.

Kamputhaw, Cebu City



- Handles HR-related concerns and coordinate it properly with the top management
- Manage benefits packages availed by employees such as statutory (SSS, PHILHEALTH, PAG-IBIG) and HMO company provided benefits.
- Draft and implement processes, policies, and correspondence
- Prepare and disseminate memos, advisories and announcement
- Conduct end to end recruitment and address manpower needs and recruitment updates
- Manage recruitment activities (job fair, job street advertisement and requisition, Mynimo, Jobstreet)
- Orients/conducts orientation of the newly-hired employees.
- Monitoring of Government Registration to SSS, Philhealth, HDMF/BIR and ensure that statutory requirements are paid/complied on time
- Employee Separation (List of Employees in line for separation thru: End of Contract, Resign, AWol and Terminated)
- Facilitate meeting with employees to know their concerns and needs for improvement.
- Issuance of warning memo sanctions and process employee leave requests
- In charge of company activities: Christmas party, Anniversary, Awarding ceremony and other relevant activities coming from top management.
- Assist in computing wages and deductions, and enter data into payroll system and reports every 10th and 25th of the month.
- Assures the enrollment of newly hired employees and deleting of resigned employees to company healthier partner and group life insurance.
- Assist in processing payroll concerns.
- Ensures that all data such as overtime, leave and deductions are correct and validated prior to payroll loading.
- BIR Reporting and TESDA accreditation
- Auditing of students payment, Documentation and Liquidation
- Set meetings and appointments from time to time.

Nov 2017– Feb 2018

**INTERN (Human Resource)**  
SAN MIGUEL FOODS INC.



- Interviewed applicants and actively participate in the recruitment process.
- Sorted, filed, and organized the applicant profiles and employee documents.
- Prepared and compiled applicant profiles and company requirements for their hiring process.
- Assigned to entertain inquiries, receive deliveries, and redirect messages to specific HR employees.
- Synchronized and encoded useful information from the 201 and 202 to the updated format
- Willingly participated in office decorations and corporate events.
- Actively involved in the planning and organizing human relation related activities.
- Actively took phone calls, received packages and letters, and entertained inquiries from internal and external customers.
- Administered psychometric tests such as Differential Aptitude Testing (DAT), Manchester Personality Questionnaire.

June 2017- Oct 2017

**INTERN (GUIDANCE CENTER)**  
UNIVERSITY OF CEBU



- Led the Marine Engineering Student's Personal Profiling (SPP) for their individual inventory.
- Conducted a room-to-room seminar on Drug Awareness among marine engineering freshmen students
- Rerouted schedules and letters to faculty members whose class schedules are in conflict with our seminars and activities
- Administered psychometric tests such as Differential Aptitude Testing (DAT) and Otis-Lennon School Ability Test (OLSAT) to college students, evaluated their scores, and filed it under their individual inventory.
- Prepared and taught General Psychology classes to college students. • Handled initial interviews to Marine Engineering college freshmen students.
- Played a major role in planning and organizing activities and seminars such as College Life Adjustment Seminar and, Career Development Seminar.
- Actively spearheaded in designing the Guidance Center bulletin board monthly
- Accountable for keeping track and updating Marine Engineering student's individual inventory
- Submitted a proposed guidance program for one academic year tailored for Marine Engineering students
- Authored consolidated reports for the different guidance center activities participated by the Marine Engineering

## EDUCATIONAL BACKGROUND

### Juris Doctor of Law

University of San Jose Recoletos  
2019- *present*  
58 earned units



### Bachelor of Science in Psychology

University of San Carlos  
*Cum Laude*  
2014-2018



### Secondary Education

Baybay National High School  
*Salutatorian*  
2010-2014



### Elementary Education

Pres. Carlos P. Garcia Elem. School  
*Valedictorian*  
2006-2010



## SEMINARS & TRAININGS

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### Trainings, Seminars, and Competitions Attended

Event	Position	Year
3rd University Research Conference	Presenter	2018
2nd Psychology Research Congress: Forming Bonds through Research	Participant	2018
Now I See You Bai: The Body Language Advantage Seminar	Participant	2016
USC-JPMAP Boot Camp for Student Leaders and Academic Achievers of Cebu	Participant	2016

### Trainings, and Seminars Conducted

Event	Position	Year
Ang Basura Magamit Pa Seminar (Garbage Recycling Seminar)	Facilitator, Organizer	2018
UC College Life Adjustment Seminar	Facilitator	2017
Time Management and Study Habits Seminar-Workshop	Speaker	2017
Conflict Management Seminar	Facilitator, Organizer	2017
Pakiglambigit 2016 (team building activity)	Facilitator, Organizer	2016

### Affiliations

Organization	Position	Year
USC Psychology Society	Member	2014-2018
USC - JPMAP	Member	2016-2017

## REFERENCES

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**LOVELY MAE J. ESTOR** (0909-323-4740)

*Instructor I Department of Mathematics and Physics (VSU), Baybay City*

**MARIA CARLA JUCTAN** (0928-700-6397)

*Human Resources Management Division, Bureau of Customs, Cebu City*

**LOUISE MARIE MORAN** (0922-496-3693)

*Legal Secretary, ACCRALAW , Cebu City*