

NINA MAE CAMANDONA

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SUMMARY

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

WORK EXPERIENCE

August 2021- December 2021

PART-TIME INSTRUCTOR

VISAYAS STATE UNIVERSITY
Pangasugan, Baybay City, Leyte



- Conducts college-level course in the field of Social Science.
- Handled the subjects Readings in Philippine History and Understanding the Self.
- Responsible for preparing and delivering online lectures and leading online classroom discussions.
- Administer and grade examinations.
- Prepares activities and evaluates students' performances.

March 2021- July 2021

PART-TIME INSTRUCTOR

VISAYAS STATE UNIVERSITY
Pangasugan, Baybay City, Leyte



- Conducts college-level course in the field of Social Science.
- Handled 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.

EDUCATIONAL BACKGROUND

Juris Doctor of Law

University of San Jose Recoletos

2019- present

100 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

Trainings, Seminars, and Competitions Attended

Event		Date
Understanding Corpus Linguistics	VSU- DLABS	May 31, 2020
Globalization: Interdependency of Asia Pacific Nations Vis-À-Vis South China Sea Political Tension and Covid-19 Management	VSU- DLABS	August 22, 2021
How to teach and manage your Gen Z Class (Understanding the Self Edition)	UP LOS BANOS	October 15, 2021
Data Privacy Protection	DICT Visayas Cluster 1	August 09 2021 - August 13 2021
Mindanao History and Culture for Teachers	MSU Institute of Peace and Development in Mindanao	August 25 2021
Preservation of Mindanao Scripts: Rediscovering Jawi and Kirim	MINDANAO STATE UNIVERSITY- ILIGAN	August 18 2021
Introduction to Qualitative and Quantitative Researches	UP LOS BANOS - Office for Institutional Development in Higher Education	August 26-27; September 2-3

REFERENCES

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