



## Ivy Joy P. Ramos

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

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💻 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

### Civil Service Examination - Subprofessional March 3, 2024

## 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.