

**JOY MAE B. OLAIVAR**  
Sogod, Southern Leyte 6606  
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olaivar.joymae19@gmail.com



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**Career Objective:** To be able to work in an institution where my potential can be utilized for the benefit of the firm and enhance my ability and knowledge.

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**SKILLS AND CAPABILITIES:**

- Computer Literate
  - Good in Microsoft Office Tools such as:  
(Excel, Word, and PowerPoint)
  - Knowledgeable in Technology Tools such as:
    - ✓ SharePoint (tool for repository, record management and collaboration purposes.)
    - ✓ Google Forms (tool for survey administration)
  - Flexible in dealing with different situations
  - Has good communication skills  
(English, Filipino, Cebuano)
  - Has a strong Time Management skills
  - Adaptability and ability to work under pressure
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**WORK EXPERIENCES:**

- **Project Management Officer**  
Regular Contractor in Accenture  
Alsons/AWS Information Systems Inc. (AAISI)  
March 2019 – June 2020
- **Local Listing Specialist**  
Raso Solutions, Inc.  
Cebu Business Park Cebu City  
January 2019 – March 2019

- **Administrative Assistant**  
A. L. Amizade Marketing Inc.  
Banilad Cebu City  
August 2018 – December 2018
- **On-the-Job Trainee (Human Resource Department)**  
Innoland Development Corporation  
IT Park Cebu City  
November 2017 – March 2018

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**ELIGIBILITY:**

**Honor Graduate (Civil Service Eligible)**  
April 2018

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**EDUCATION:**

June 2014 – April 2018 –	BS in Business Administration - Human Resource Development Management University of San Carlos P. del Rosario Street, Cebu City 6000
June 2010 – March 2014 –	High School Saint Thomas Aquinas College Zone IV Sogod Southern Leyte 6606
June 2004 – March 2010 –	Elementary Saint Thomas Aquinas College Zone IV Sogod Southern Leyte 6606

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**AWARDS RECEIVED:**

1. **Cum Laude**  
University of San Carlos  
P. del Rosario Street, Cebu City 6000

2. **Consistent Dean's Lister**  
University of San Carlos  
P. del Rosario Street, Cebu City 6000  
2014 – 2018
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#### **SEMINAR AND TRAININGS:**

1. People Development Program  
CAP Theater Cebu  
Osmeña Blvd. Cebu City  
September 22, 2017
  2. Sustaining the Business Excellence in the Pursuit of  
Transformed Standards (Participant)  
IEC Pavilion  
Pope John Paul II Ave, Cebu City, 6000 Cebu  
October 1, 2016
  3. HRDM Career Symposium (Participant)  
Cebu Provincial Capitol Social Hall Cebu City 6000  
March 7, 2015
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#### **CHARACTER REFERENCES:**

1. **Ms. Genevieve Bacor**  
Human Resource Staff  
Innoland Development Corporation  
IT Park Cebu City, 6000  
09165144240
2. **Ms. Jay-Ann Carvajal**  
Project Control Services Analyst  
Accenture Inc.  
IT Park Cebu City 6000  
jay-ann.t.carvajal@accenture.com
3. **Chiza Aurelio**  
Co-worker  
Regular Contractor in Accenture  
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