



JOSIE Y. JAYME

Brgy. Kilim, City of Baybay Leyte
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SUMMARY

- Detail-oriented and organized Clerk with experience in recruitment and administrative support. Skilled in handling recruitment processes, maintaining accurate records, processing applications, and coordinating interviews and skills test. Proficient in managing documentation and supporting hiring teams to ensure a seamless recruitment process. Strong communication and multitasking abilities.

Education

- **Saint Michael College of Hindang Leyte Inc.** 2017
Bachelor of Science in Business Administration major in Human Resource Management Development

Experience

- **Visayas State University** October 2022 - Present
Clerk
 - Prepare profiles of applicants for vacant positions
 - Compute the equivalent scores of the credentials of applicants for vacant positions.
 - Prepare and conduct skills test for the shortlisted applicants
 - Inform via call and send Notice of the Skills Test to the shortlisted applicants
 - Send the Skills Test outputs of the shortlisted applicants to the NAPB members for assessment
 - Prepare the character references of the awarded applicant subject for Background Investigation
 - Prepare the Comparative Summary of the approved Final Comparative Assessment
 - Assists with some of the External hiring documents
 - Prepare requirements subject to BOR/UADCO positions
- **The Look Boutique** November 2021 - December 2021
Fashion Consultant
- **MLhuillier Financial Services** October 2017 - February 2018
Frontline Associate
 - Customer Service and Assistance
 - Transaction Handling
 - Customer Account Management
 - Promoting Services
 - Cash Handling and Balancing
 - Document Verification
 - Problem Resolution

Skills

- Recruitment and Selection Support
- Data Entry and Record Keeping
- Communication Skills
- Onboarding Assistance
- Attention to Detail
- Multitasking and Time Management