



Annie Kristine [Redacted]

I have accumulated 15 years of experience as an HR Professional, demonstrating expertise in the areas of **Strategic HR Consultation, Performance and Behavior Impact, Alignment with Corporate Strategy, Change Management Leadership, Business-Focused HR Evaluation, and Relationship Building and Mentoring**

Experience

Jun 2023 - Present
(1 year and 7 months)

Global HR Head
[Redacted]

Industry IT
Specialization General HR

- Key Responsibilities:**
- 1) Oversee HR operations and ensure best practices in all HR functions.
 - 2) Leverage HR technologies to streamline HR processes, improve efficiency, and enhance employee experience.

- Strategic HR Leadership:**
- Develop and implement global HR strategies aligned with the company’s business goals, focusing on talent acquisition, development, performance management, employee engagement, and retention.
 - Collaborate closely with senior leadership, including the CEO, to drive business performance through people management.

- Talent Management and Acquisition:**
- Oversee the recruitment strategy across all regions, ensuring a steady pipeline of talent for current and future organizational needs.
 - Lead the development of employer branding to attract top-tier candidates in competitive job markets.
- Ensure recruitment efforts align with organizational culture, values, and business objectives.

- Employee Engagement and Retention:**
- Design and implement programs that enhance employee engagement, development, satisfaction, and retention.
 - Establish key metrics to measure employee engagement and act on the insights to continually improve workplace culture.
- Address and resolve HR-related employee issues while fostering an inclusive and positive work environment.

Performance Management:

Lead the development and execution of performance management systems that support employee growth and organizational success.

Ensure that performance reviews are consistent, objective, and linked to both personal and company goals.

Provide coaching to managers on performance management and conflict resolution.

- Compensation and Benefits:**
- Oversee global compensation and benefits strategies, ensuring competitiveness in the job market and alignment with internal budgets and guidelines.
 - Lead the design of compensation structures, reward programs, and bonuses to ensure fairness, compliance, and employee satisfaction.

Organizational Development and Change Management:

- Drive organizational change initiatives that align with business goals and address the evolving needs of the company.
 - Partner with leadership teams to redesign and improve organizational structures for better efficiency and performance.
- Implement leadership development programs aimed at strengthening future leaders and ensuring succession planning.

HR Compliance and Risk Management:

- Ensure compliance with labor laws, regulations, and industry standards across multiple regions and countries.
- Develop and enforce policies that maintain legal compliance and ethical practices in all HR processes.

Learning and Development:

- Create and implement learning strategies that align with career development goals and organizational needs.
- Establish career progression frameworks to enhance employee growth and performance across the company.

Reporting and Analytics:

- Monitor and report on key HR metrics to measure the effectiveness of HR strategies and initiatives.
- Provide data-driven insights and strategic recommendations to senior leadership on HR initiatives, employee trends, and challenges.

Nov 2021 - Jan 2023
(1 year 3 months)

HR and Admin Manager

[REDACTED] | Central Visayas, Philippines

Industry FinTech
Specialization General HR, Admin

Key Responsibilities:**1. Human Resource Management:**

- o Oversee day-to-day HR operations, including recruitment, onboarding, employee relations, and performance management.
 - o Manage end-to-end recruitment processes, including job posting, candidate selection, interviewing, and hiring.
 - o Ensure compliance with HR policies, labor laws, and regulations, including employee benefits, leaves, and contracts.
- Address employee concerns, disciplinary actions, and grievances while ensuring fairness and consistency.
- Maintain up-to-date knowledge of labor laws and ensure organizational compliance with employment regulations.

2. Employee Relations and Engagement:

- o Foster a positive work culture by organizing employee engagement initiatives, team-building events, and other activities to boost morale.
 - o Work closely with managers to ensure effective communication, resolve conflicts, and maintain a harmonious work environment.
- Facilitate employee recognition programs to motivate and retain top performers.

3. Compensation and Benefits Administration:

- o Oversee and administer employee compensation and benefits programs, ensuring competitiveness and compliance with budgetary constraints.
 - o Assist in salary reviews, incentive structures, and performance-based bonuses.
- Handle queries related to employee compensation, payroll, and benefits.

4. HR Reporting and Analytics:

- o Track key HR metrics such as headcount, turnover rates, and recruitment data to provide insights and strategic recommendations to senior management.
- o Prepare regular HR reports and dashboards, updating leadership on HR performance, trends, and challenges.

5. Training and Development:

- o Identify employee development needs and design or coordinate training programs to enhance skills, performance, and career growth.
- o Oversee the onboarding process, ensuring smooth integration for new hires and maintaining proper records.
- o Partner with leadership to implement leadership and professional development programs.

6. Administrative Management:

- o Oversee office management and administration, including facilities, office supplies, and other operational needs.
- o Ensure that all administrative procedures are standardized, efficient, and effective, and comply with the company's policies.
- o Coordinate and manage internal meetings, corporate events, and employee-related activities.

7. Performance and Productivity Management:

- o Work with department heads to set clear employee goals, conduct performance appraisals, and evaluate the effectiveness of HR policies and procedures.
- o Identify opportunities for process improvement in administrative tasks to increase operational efficiency.

8. Health, Safety, and Well-Being:

- o Ensure a safe and compliant work environment by working with relevant departments to develop and implement workplace safety and wellness programs.
- o Monitor and respond to employee wellness needs and promote a healthy work-life balance within the organization.

9. Budget and Resource Management:

- o Assist in budgeting for HR-related expenses, ensuring cost-effective solutions for employee benefits, recruitment, and administrative operations.
- o Maintain office budgets for supplies, equipment, and other administrative requirements.

Dec 2020 - Nov 2021
(1 year)

Assistant HR Manager

[REDACTED]

Industry IT
Specialization General HR

Recruitment:

- 1) Ensures that all recruitment requests for Web.com will be met within the deadline set
- 2) Ensures that all new hires met the necessary qualifications

Employee Relations:

- 1) Conducts administrative hearing for all cases. However, for termination cases, discussion with the HR Manager should first be made.
- 2) Reviews all End of Contract (EOC) cases and ensures that the same complies with the law.
- 3) Ensures a good working relationship with the Operations and live up to our name as People Care.
- 4) Prepares monthly employee engagement activities.

Compensation and Benefits:

- 1) Reviews timekeeping report and ensures accurate report will be submitted.
- 2) Approves salary adjustments, if any.
- 3) Creates programs and submits to HR Manager for discussion and approval.

Other Responsibilities:

- 1) Renders work hours with flexibility when required and made available during escalations
- 2) Dresses appropriately and always present a good image for the company
- 3) Conducts business in alignment with the company's core values
- 4) Complies with the different policies set by the company
- 5) Ensures that our company ethically conducts business at all times without putting anyone in a position of risk
- 6) Performs other duties that may be assigned by Management from time to time

May 2018 - Jul 2019
(1 year 3 months)

Regional HR Manager

Philippines

Industry Consumer Products / FMCG

Specialization General HR

- Responsible for full-range talent acquisition to support operational goals and objectives
- Manages employee relations issues and resolves labor relations concerns before these escalate into a full-blown labor problem
- Monitors attendance and timekeeping activities in relation to accurate payroll processing and benefits administration
- Validates employee performance reviews and correlates these with performance rewards and incentives
- Oversees the facilitation of employee movements – regularization, promotion, transfers, and separations and ensures timely documentation of the same
- Manages separation process activities such as exit interview analysis, clearance processing and release on final pay within the agreed service level standards Analyzes data, HR Metrics and related reports to provide meaningful information relative to key management decisions

Oct 2016 - May 2018
(1 year 8 months)

HR Business Partner-VisMin

Philippines

Industry Food & Beverage / Catering / Restaurant

Specialization General HR

- * Talent Supply Planning Responsibility
- * Performance and Competency Management
- * Assessment & Selection
- * Learning Design and Development
- * C&B Delivery and Process Management
- * Designs and organizes wellness, work-life and recognition programs for the Commissary.
- * Assesses level of socialization of account and develops programs to drive socialization.
- * Develops company programs that support CSR initiatives of the Company.
- * Resolves and manages disciplinary cases.
- * Provides guidance to line managers in the effective and consistent implementation of the company rules and regulations, handling grievances, investigations and carrying out disciplinary actions.
- * Conducts administrative investigation proceedings and ensures that statutory provisions are complied.

Nov 2015 - Oct 2016
(1 year)

HR Senior Generalist

Industry Call Center / IT-Enabled Services / BPO

Specialization Human Resources - Employee/Labour Relation

- * Uses specialist knowledge to advise and develop HR related policies and practices
- * Influence organizational and individual performance and behavior at work.
- * Through knowledge and understanding of the business, integrates HR initiatives with and helps to shape corporate strategy.
- * Prepares people for new challenges, makes change happen, seeks and acts on opportunities and improves and enhances the way we do things.
- * Applies business skills and evaluates HR options to deliver business outcomes.
- * Facilitates positiveworking relationships, mentors others and focuses on client needs

Oct 2008 - Jun 2015
(6 years 9 months)

Senior Executive Human Resources

████████████████████ | Central Visayas, Philippines

Industry Call Center / IT-Enabled Services / BPO

Specialization General HR

- * End-to-end HR activities, right from the new hire orientation until the time the employee will leave the company, whether voluntary or involuntary separation.
- * Assist the functionalhead to ensure that attrition in the process is well within the laid out norms
- * Set up mechanismstoresolve employee issues on the floor.
- * Responsible for allriskmanagement and compliance activities as applicable to the functional role.
- * Handle disciplinarycases endorsed/escalated to HR.
- * Keep oneself and ensure one's team is updated, aware of, compliant to all Company policies and procedures whichincludes Information Security Management Systems.

Nov 2006 - Aug 2008
(1 years, 10 months)

CustomerService Representative – Quality Analyst

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Industry Call Center / IT-Enabled Services / BPO

Specialization Customer Service/QA

Education

2004

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Bachelor's/College Degreein Political Science | Philippines

About Me

Gender

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Age

████████

Address

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Nationality

Filipino

Languages

Tagalog(Filipino), English