



ALEXA



[Redacted address]



[Redacted phone number]



[Redacted location]

EDUCATION

Highschool Graduate

2010 - 2014

Medical Laboratory Science

2025 - Present

SKILLS

- Data Entry/Data Management
- Adaptability
- Confidentialty
- Time Management
- Attention to detail
- Teamwork

LANGUAGE

English

Tagalog

About Me

A Human Resources Officer with 9 years of experience in employee relations, recruitment and performance management. Proven ability to enhance organizational effectiveness through innovative HR strategies. Committed to fostering a positive workplace culture for the growth of

theemployees andcompany.

WORK EXPERIENCE

April 2016 – June 2025

Human Resources Officer

- Acting as the first point of contact for any Human Resources issues
- Provide advice and guidance to managers about HR-related issues
- Participating in meetings and consultations
- Producing HR statistical reports (headcounts, absenteeism, leavers, etc.)
- Recruiting, interviewing and training new staff members
- Updating and maintaining personal data for all the employees
- Dealing with general HR issues such as annual leave, bereavement, maternity/paternity, flexible working requests.
- Implementing disciplinary action
- Managing payroll systems and other government benefits
- Implementing employment law and workplace regulations
- Taking notes during meetings and writing minutes of meeting afterwards

REFERENCES

[Redacted reference 1]

[Redacted reference 2]