



MARY GAIL R. SALCEDO

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Objective:

To be able to work in an organization where all the experiences, skills and capabilities I have acquired could be best utilized, and which could be an avenue for my professional growth and personal development, and lastly, to be able to contribute to the realization of the vision & mission of the company I will work for.

KEY SKILLS IN MY CAREER TENURE:

- ✓ Proficiency in the use of MS Office
- ✓ Client Management & Relation
- ✓ Customer Satisfaction
- ✓ Sales & Marketing Campaigns
- ✓ Social Media marketing
- ✓ Administrative Management
- ✓ Guest Relations
- ✓ Hiring & Placement
- ✓ Recruitment & Selection

Our Lady of Lourdes Hospital Mand. City

HR / Recruitment Supervisor

6 years and 3 months

A. TECHNICAL FUNCTIONS

1. Recruitment & Selection
 - a. Sourcing of applicant through online job posting, print ads and referrals.
 - b. Conducts initial interview and screening of applicants.
 - c. Administers and Evaluates psychological testing.
 - d. Coordinates or conducts background checking of applicants as needed.
 - e. Endorses shortlisted applicants to department heads for final interview.
 - f. Continuous manpower pooling.
2. Hiring & Placement
 - a. Facilitate processing and filing of documents related to hiring such as employment contract, medical exam, exit clearance, and exit interview of resigning employees.
 - b. Conducts orientation on company rules & regulations to newly hired employees.

3. Manpower Monitoring and Feedback
 - a. Monitoring of job vacancies.
 - b. Prepare semi-monthly manpower inventory movement and resignations.
 - c. Monitoring of manpower recruitment and employee movement.
 - d. Giving feedback to Division heads regarding their manpower request status.
4. Talent Management
 - a. Preparing and monitoring of consultants' contracts.
 - b. Preparing special appointments and announcement of new appointments.
 - c. Processing promotions and transfers of employees.

C. PROFESSIONAL GROWTH

1. Participate in continuous professional development by attending training/seminars.

D. Perform cross functional task based on operational requirement.

BUSINESS STAFFING & MANAGEMENT INC., Ortigas, Pasig City

Manpower Services / Head Hunter

HR/ RECRUITMENT Supervisor 3 years

BLUE MAGNET MARKETING SOLUTIONS Kapitolyo, Pasig City

Trade Marketing Industry

HR Officer 7 months

READYMAN INC., Cubao. Quezon City

Manpower Services / Head Hunter

Human Resources Officer 1 year

TOTAL INTEGRATED GLOBE EMPLOYMENT RESOURCES,INC. Santolan Quezon City

Manpower Services / Head Hunter

Recruitment / Admin. Assistant 1 year

EDUCATIONAL BACKGROUND:

Bachelor of Science Major in Psychology

Centro Escolar University

Manila

April 2001- May 2004

College of Liberal Arts (Preparatory Dentistry)

Centro Escolar University

Manila

June 1997 - March 2001

