

MICHAEL S. CUASI

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JOB OBJECTIVE

To be a part of a moving forward company where I can share my passion to advance its human resources and mental health advocacies to its stakeholders and at the same time develop my career and personal growth in another level.

PROFESSIONAL EXPERIENCES

Human Resources Assistant

Ablebodies Manpower Services, Mandaluyong City, Philippines

March 2008 – February 2010

- Assist in talent acquisition and recruitment processes.
- Provide support to employees in various HR related topics such as leaves, compensation etc. and resolve issues and problems.
- Communicate various human resources and/or company policies, procedures, laws, standards and government regulations.
- Administers various human resources plans and procedures for all company personnel within prescribed interpretive guidelines.
- Views and produces reports, and/or maintains Human Resources Information System records.
- Conduct employee on-boarding and help plan training & development.
- Assists with ongoing maintenance of employee files and records retention policies and procedures.
- Assists with employee relations issues such as employee complaints and exit interviewing.
- Other ad hoc related function.

Guidance Coordinator

University of Saint Anthony, Iriga City, Philippines

July 2010 – September 2014

- Implement the guidance and testing program for a given school year
- Psychometrics (test administration and interpretation)
- Counseling and follow up for walk-in, referred and counselor identified students
- Plans and execute modules for orientation, seminars, workshop, etc. for students' development program

College Instructor

University of Saint Anthony, Iriga City, Philippines

June 2014 – March 2016

- Teach the following subjects – Psychology, Philosophy, Logic, Guidance and Counseling and Group Processes.

Director – Guidance, Testing and Counselling Center
University of Saint Anthony, Iriga City, Philippines
October 2014 – March 2016

- Design, coordinate, implement and monitor a comprehensive guidance program for grades K-12 and college levels.
- Provide leadership in developing appropriate comprehensive counseling and guidance program activities.
- Select and supervise staff and assist in the selection of counselors and participate in evaluations as appropriate.
- Monitor the implementation of school guidance programs and confer with staff to provide feedback for essential program improvements.
- Evaluate and select instructional materials and equipment to support the guidance program
- Collect data that include program objectives and activities for an annual report.
- Plan and administer in-service training programs and workshops for counselors and facilitate continuous program development and improvement.
- Develop and manage an operating budget for the unit and schools.
- Conduct regularly scheduled departmental meetings with staff.
- Establish procedures for archiving and management of records for current and former students.

Guidance Counsellor III
Partido State University, Goa Camarines Sur, Philippines
October 2016 – February 2022

- Provide services to students in the areas of academic, personal/social and career development.
- Counsel students individually and in small groups.
- Conduct classroom guidance activities.
- Review school data frequently to ensure that the school counseling program is meeting the academic, career and personal/social development of all students.
- Prepare reports, records, lists and all other required information and data.
- Assist in the identification of students with special needs.
- Refer students to intervention/remediation programs, as well as, academic and alternative programs to ensure academic success and personal well-being.
- Refer students to appropriate school personnel and community agencies.
- Conduct Psychological Test to students as necessary.
- Perform related work as required.

EDUCATIONAL BACKGROUND

Graduate School	Ma. Ed in Guidance and Counseling University of Saint Anthony, Philippines April 2014
College	Bachelor of Arts in Psychology University of Saint Anthony, Philippines March 2007

PERSONAL INFORMATIONS

Birth date – 13 th July, 1985	Gender – Male
Age – 36	Nationality – Filipino
Status – Married	Religion – Roman Catholic

SKILLS AND OTHERS

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|---------------------------------------|-------------------------|
| – Counseling | – Software Installation |
| – Psychometrics | – SPSS |
| – Adobe Photoshop | – Tableau |
| – Advance Knowledge in MS Excel | – HTML, CSS, JS, React |
| – Language Spoken: English & Filipino | |

I hereby certify that all information above is true and correct.


MICHAEL S. CUASI
Applicant