

Reminders: For the Interview process I am only available for online via zoom, google meet, ms teams or facebook messenger. I am also available for the onsite invitation, phone interview is not applicable due to poor signal here in our location.

LANCE M. LIGERALDE

OBJECTIVE

I want a highly rewarding career where I can use my skills and knowledge for organizational and personal growth

PERSONAL DETAILS

Home Address: Brgy Balingsa

Balintawak, Quezon City

Email Address:

lance.applications@proton.me

Facebook/Messenger: (Alternative for the Contact Number for the updates)

<https://www.facebook.com/profile.php?id=61572350228189> (LANCE LIG)

Date of Birth: November 6, 1998

Place of Birth: Caloocan City, NCR

Nationality: Filipino

Civil Status: Single

Height: 5'10 FT

Religion: Roman Catholic

SKILLS

- Ability to work independently or as part of a team
- Adept in Technology
- Anticipates Needs
- Good ability to establish and maintain effective working relationships with superiors, associates and the general public
- Resourcefulness
- Strategic Planning

WORK BACKGROUND

Galleon Services Corporation

OCT 2024 – JAN 2025

103 Kamuning Road, Diliman, Quezon City

(HR Assistant – Recruitment) HR Department

- Assist in talent acquisition and recruitment processes
- Track and monitor the status of the successful applicants
- Sourcing applicants
- Posting job opening

United Doctors Medical Center

FEB 2023 – MAY 2023

6 Nicanor Ramirez, Don Manuel, Quezon City (HR Assistant – Compensation & Benefits) HR Department

- Timely Filing of employee's government loan application
- Administer the statutory benefits of all employees
- Release payslip in every payout
- Twice a week field duty for other transactions to SSS, HDMF, PHIC, BIR
- Ensure the timely reporting of monthly remittances

Comworks Inc.

DEC 2021 – JAN 2022

CWI Corporate Center, 1050 Quezon Ave, Quezon City (HR Assistant – Recruitment) HR Department

- Design and update job descriptions
- Sourcing potential candidates from various online channels
- Screen incoming resumes and application forms
- Interview candidates (via phone, video, online and in-person)
- Provide shortlists of qualified candidates to hiring managers
- Prepare and distribute assignments and numerical, language and logical reasoning tests

EDUCATION

Certificate in Teacher Education –
Major in Social Sciences

Central Colleges of the Philippines
AUGUST 2023 – AUGUST 2024

BSBA - Major in Business Management
University of the East – Caloocan
JUNE 2015 – APRIL 2019

High School Graduate
University of the East – Caloocan
JUNE 2011 – APRIL 2015

Elementary Graduate
University of the East – Caloocan
JUNE 2007 - APRIL 2011

Elementary
Saint Gabriel Academy – Caloocan
JUNE 2005 – MARCH 2007

REFERENCES

Prof. Virginia C. De Leon
College Professor (Department of
Management & Entrepreneurship)
University of the East – Caloocan
Campus

Dr. Mary Kathleen G. Javillonar
College Professor (Department of
Communications)
University of the East – Caloocan
Campus

Jets Trophy Inc. **SEPT 2021 – DEC 2021**
65 West Ave, Quezon City (Admin Assistant) Administration and Finance
Department

- Updating Accounts Receivable Records
- Assist in bank transactions of collection deposit and check encashment
- Prepare communications, such as memos, emails, invoices, reports and other correspondence.
- Handling filling system, both electronic and physical
- Generate weekly administrative reports (Accounts Receivables)
- Other administrative assistance
- Preparing statutory benefits (SSS, PHIC, HDMF, BIR)

Manila Bulletin Publishing **OCT 2019 – NOV 2019**
Muralla cor. Recoletos St. intramuros , Manila City (Circulation/Sales Staff)
Circulations Department

- Offering/Promoting subscription for newspapers and magazines
- Taking newspaper orders
- Creating order slips
- Entertaining Clients
- Performs related work as required
- Answer telephones and provides routine information or transfer calls to proper department
- Operates a variety of office machines

Lance Manalastas Ligeralde

Applicant