

Almadelle Joyce N. Catunao

HR Generalist

SUMMARY OF SKILLS AND CAREER HIGHLIGHTS:

Human Resource Development & Admin Management: Duly responsible for staffing, development of SOP and policies, onboarding, offboarding, employee engagement, performance and salary appraisal.

Recruitment: Seven years end to end recruitment for our group stud service in South Korea. Two years recruiting non-technical and technical staff for Australia and US Company and six months recruiting for BPO company in US Agency

Executive Assistant: Support directly to CEO for personal or business work-related tasks, Email and Calendar Management, Travel arrangement, social media moderation lead generation, basic bookkeeping – Daily journal and payroll management using Quickbooks online.

EMPLOYMENT HISTORY:

Insiteful | **HR & Recruitment Manager**

Melbourne, Australia (Project Based) - March 2023 – September 2024

- Develop HR and Recruitment SOP & Process
- Develop Agency's Handbook
- Interviewing and Assessing
- Checking References
- Collecting Compliances
- Hiring and Onboarding/Off-boarding
- Employee Engagement
- Training and Development

Bruntwork | **Talent Acquisition & Onboarding Assistant**

Victoria, Australia (Home Based) - November 2022 – May 2024

- Sourcing and Screening Casual Candidates
- Interviewing and Assessing
- Checking References
- Collecting Compliances
- Hiring and Onboarding

The One Hour Work Week (Amazon) | **Executive Assistant / HR & Payroll Manager / Team Leader**

California, USA (Home Based) | February 2020 – December 2022

- Email and Calendar Management of the CEO
- Travel bookings and itinerary
- Note Taking of meetings
- Social Media Management (Basic)
- Overseer of all HR admin operation
- Basic Bookkeeping (A/R and collections)
- Onboarding Specialist
- Client Relation Management
- Overseer Amazon stores: (Fulfilling orders, Customer Service, Product Listing, Process returns and refunds, monitor shipment)

Workspaceco Australia | **HR & Recruitment Manager**

Perth, Australia (Home Based) | November 2020 – October 2021

- Overseer of all HR admin tasks
- Update and improve HR & Recruitment policy
- Head/Talent Sourcing
- End-to-end recruitment (onshore and offshore)

Digitel Interactive | **HR Generalist and Recruiter** (Seasonal)

Florida, US (Home Based) | October 2020 – March 2021

- Sourcing and Headhunting BPO Agents with or without experience in a sales pitch
- Screening and Interviewing applicants before endorsing to the client

Mediboost | **HR Generalist and Recruiter/ Executive Assistant**

Sydney, Australia (Home Based) | July 2019 – June 2020

- Sourcing and Headhunting non-technical and technical

roles for Digital Marketing Agency

- Screening and Interviewing applicants
- Assist the CEO in all ad hocs: Email and Calendar Management, Appointment Setting, and Personal Errands

Bottleneck | **Executive Assistant**

Manila, Philippines (Home Based) | May 2019 – August 2019

- Assist the CEO in all ad hocs: Managing Emails and schedule, Appointment Setting, Monitor Podcast recording, and Take note of meetings

Talking About | **Admin Manager / HR Recruiter / ESL Teacher / Executive Assistant**

Seoul, Korea (Home Based) | August 2014 – February 2020

- Searching for reliable staff to assist our students with their study.
- Conducts interviews.
- Arranging staff's schedule.
- Job Posting on Facebook and Craigslist.
- General Daily task.
- Conduct English Class for Adults for Business English and prepare for the exam.

EDUCATIONAL ATTAINMENT:

Asian Institute of E-commerce | **Associate in Business Information Management** | 2009 - 2011 | Olongapo City

TRAINING AND CERTIFICATES:

Diploma in Human Resource Management |

Oxford Home Study Centre | January 2024 - March 2024

HR102: Policies and Procedures (Manual, Practices and Samples)

Trendstatic | Trend Visory Inc. | April 2022

HR103: Strategic Hiring & Selection Process

Stellar Training Consultancy Services | April 2022

CHARACTER REFERENCES: *(upon request)*