



ZARA JANE M. LLORIN

Objectives

To secure a professional position where I can contribute my overall efficiency and skills in the field of Human Resource and to enhance my knowledge and skills in this career.

Work Experiences

- **Self-employed**

Mango Craze By Ziem
99 M.H Del Pilar, Silang, Cavite
February 2020 up to present

Mango Tango Shake with a twist

Acienda Designer Outlet Mall
Lalaan 1st Silang, Cavite
March 2019- January 2020

- **HR Shared Services Staff**

Analog Devices, Inc.

Gateway Business Park, Javalera,
General Trias, Cavite
November 2018- March 2019

Under **John Clements Consultant, Inc.,**

2/F RCI Bldg., 105 Rada Street Legaspi Village,
Makati City
February 8, 2018- August 8, 2018

Duties

- Statutory Benefits Specialist assistant
- Prepare statutory benefits transmittal list.
- Responsible in member data change process (SSS, PhilHealth and Pag-IBIG)
- Respond to inquiries of employees regarding to their member data change update.
- Responsible in Loan transactions and inquiries (SSS and Pag-IBIG)
- Responsible to update Loan and Member data change tracker
- Acknowledge and track received documents.
- Assistant facilitator on Philhealth and Pag-IBIG orientation.
- Mass hiring volunteer

- **HR Assistant**

Premier Creative Packaging, Inc.,

FCIE Langkaan, Dasmariñas, Cavite
July 24, 2017 to February 5, 2018

Duties

- Provide clerical and administrative support to Human Resource staff.
- Responsible in recruitment cycle, arranging interviews and proper deployment
- HR function like orienting the newly hired employees about the Company Rules and Regulation/ Company Profile
- Handling employees complains and inquiries
- Responsible for assisting employees benefits (social benefits, sick leave and vacation leave process)
- Responsible in Payroll
- Responsible in ATM application process

- **Trainee**

Analog Devices Incorporated

Gateway Business Park Javalera Gen. Trias, Cavite

Personal Information

Date of Birth : Nov. 11, 1991
Age : 28
Civil Status : Single
Sex : Female
Religion : Roman Catholic

Skills

- Able to relate with different people
- Can work under minimum supervision with efficiency and accuracy
- MS Office (Power point presentation, Excel)

April 26- June 2, 2016

- **Trainee**
Bahay San Rafael Foundation
Brgy Salaban, Amadeo, Cavite
July 4 – August 17, 2016
- **Production Operator**
Under Agency (SRI) Service Resources Inc.
(October 13, 2012 to March 27, 2013)
JAE Philippines Inc.
Gateway Business Park Javalera General Trias, Cavite
(April 30- October 09, 2012)
- **Production Operator**
Phil. EPSON Optical Inc.
Gateway Business Park Javalera General Trias, Cavite
(November 12, 2011 - April 11, 2012)
- **Production Operator**
Mitsuba Philippines Corporation
FCIE Langkaan, Dasmaringas City, Cavite
(November 11, 2010 - April 30, 2011)

Educational Attainment

Tertiary Level: Cavite State University- Silang Campus
BS Psychology
Biga I, Silang, Cavite
S.Y 2013- 2017

Secondary Level: Tagaytay City National High School
Mendez Crossing East Tagaytay City
S.Y 2004-2008

Awards and Accomplishments

- Certificate of Appreciation
Beyond Psycornerstone: On-the-job Training Preparation and Career Orientation
Cavite State University- Silang, Cavite
April 26, 2017
- Certificate of completion
InfoSec Best Practices Module: Avoiding Phishing Threats 4295
Analog Devices Incorporated
Gateway Business Park Javalera, General Trias, Cavite
May 26, 2016
- Certificate of Completion
Code of Business Conduct and Ethics
Analog Devices Incorporated
Gateway Business Park Javalera, General Trias, Cavite
May 24, 2016
- Certificate of Appreciation
6th Christmas Party of Dasmaringas Center for Special Needs
DASCA Compound, Brgy. Buro 1, City of Dasmaringas, Cavite
December 21, 2015
- Certificate of Recognition (Perfect Attendance)
JAE Philippines Incorporated
Gateway Business Park Javalera, General Trias, Cavite
October 27, 2012

Seminars Attended

- Ethics in the Workplace
Analog Devices, Inc.-Gateway Business Park, Gen. Trias, Cavite
(August 16, 2018)
- Writing Skills Café
Analog Devices, Inc.-Gateway Business Park, Gen. Trias, Cavite
(June 28, 2018)
- Flip the Coin: Exploring Qualitative Research
Cavite State University-Indang, Cavite
(January 6, 2016)
- 7th Annual Convention and Exhibition Management 2015 with the theme: Unity and Diversity: Yes to Language,
No to Cultural Ethnocentrism
Cavite State University- Silang, Cavite
(September 4, 2015)

I hereby certify that the information mentioned above is correct to the best of my knowledge and beliefs.

Jane M. Llorin

Zara

