

LEEZA EMME R. SORIANO

CERTIFIED HUMAN RESOURCE ASSOCIATE

CONTACT

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<https://tinyurl.com/957cn4dt>



TO: HUMAN RESOURCE MANAGER

TO WHOM IT MAY CONCERN

A pleasant day!

I have a bachelor's degree in Psychology from Tarlac State University in the Philippines, and I have one year of on-the-job training wherein making a daily time log, documenting each after-meeting session, and creating an online webinar are some of my responsibilities.

Thus, I'm applying one of these position which are the Administrative clerk/ Receptionist/Secretary/HR assistant, and/or Document Controller. I am composing this letter because I am particularly interested in this employment since it would allow me to utilize all of my administrative and organizational abilities and also I have excellent writing and verbal communication abilities, which will be very helpful when performing the tasks associated with the aforementioned profession.

In addition to these skills, I also have a strong work ethic and can communicate well with people at all levels of the organization.

Furthermore, I've attached my Curriculum Vitae to my cover letter. That demonstrates my general subject-matter knowledge and experience. I would appreciate the chance to go over my qualifications for the job and meet any additional needs. To get more information, feel free to contact me by phone at 056-804-8126 or via email at leezaemmes@gmail.com

I sincerely appreciate it.

Yours truly,

LEEZA EMME R. SORIANO

Leeza Emme R. Soriano, CHRA



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Kuwaitat, Al Ain UAE



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CAREER OBJECTIVES

To work to a company that provides career pathways and opportunities for professional growth that conceivably reaches the highest degree of competence in an organization.

PERSONAL INFORMATION

Gender: Female

Status: Single

Birth Date: September 15, 2000

Birth Place: Angeles City, Philippines

Nationality: Filipino

Religion: Roman Catholic

Height: 5'0

Age: 22 years old

Passport No.: P2058610C

SPECIAL SKILLS

- Flexible
- Goal-oriented
- Optimistic
- Fast learner
- Leadership
- Adaptability
- Interpersonal communication
- Openness to feedback
- Following instructions
- Teamwork
- Microsoft Office (MS Word, Excel, MS Teams and PowerPoint)
- Design skills (PowerPoint presentation and Canva)
- Writing skills (Poems, Documents, stories)

EDUCATIONAL ATTAINMENT

TERTIARY LEVEL

Bachelor of Arts in Psychology
Tarlac State University,
Tarlac, Tarlac City Philippines

2018-2022

ACADEMIC EXPERIENCES

ON THE JOB TRAINING (HUMAN RESOURCE WEBINAR CONTENT)

Tarlac State University

2021 - 2022

- Creating an online webinar
- Organizing meeting for resource speaker with the group
- Documentation every after meeting and having a Daily Time record
- Time management for each session to achieve the required time

MEMBER OF THE PEER FACILITATOR CLUB IN GUIDANCE AND COUNSELING DEPARTMENT

Jose C. Feliciano College Foundation

2016 - 2017

- Peer Mentor
- Planning the flow of events in school
- Organizing announcement
- Publicizing to co-students about the events

CERTIFICATES OF ACHIEVEMENTS

CERTIFIED HUMAN RESOURCE ASSOCIATE (CHRA)

Human Resource Educators' Association of the Philippines
Batch 27 Passer - Online Assessment Examination
September 29, 2022

CERTIFICATE OF RECOGNITION AS PEER MENTOR

Jose C. Feliciano College Foundation
As a Facilitator during the Guidance Week Celebration
January 27, 2017

SEMINAR ATTENDED

Pre-Employment and Labor Education **July 7 and 8, 2022**

START GOING UP: Encouraging Aspiring HR Practitioners to Level Up Their Skills in Workforce Planning **May 3, 2022**

Future Professionals Guide to Compensation and Benefits: What You Need to Know? **April 29, 2022**

Walkthrough on Optimizing and Recalibrating Knowledge (W.O.R.K): Unleashing the Minds of the Next In-line Professionals **April 27, 2022**

Human Resource Response in the Midst of the Pandemic: A Webinar on Strategies and Struggles in Remote Working **April 26, 2022**

Dealing with the Distractions: Managing Good Performance During Work from Home **April 22, 2022**

Inflaming Connection Across Distance: Improving Worker's Productivity **April 20, 2022**

Getting it done: Integrating Effective Career Development in the Workplace **April 08, 2022**

Setting Future Employees Up: Here's What You Need to Know in Remote Work Setup **April 06, 2022**

Get Ready with Me: The New Normal Way of Integrating Technological Literacy in the Workplace **April 01, 2022**

The New Normal: Digitizing HR in the Workplace **March 30, 2022**

Bon Voyage on the Next Level: Navigate to Boost HR Trainees' Entry-Level & Technical Competencies (Soft and Hard Skills) **March 25, 2022**

Beginning a Career in the HR World: Essential Skills and Qualities Aspiring HR Professionals must Possess **March 24, 2022**

A PATH TOWARDS EMPLOYMENT TRIUMPH: Strategies in Choosing Dependable Companies and A Grasp to Employee's Rights and Safety **March 18, 2022**

Meeting the Standards: Preparing Oneself Professionally for Hiring & Recruitment Process **March 17, 2022**

Your safe Space: Debunking Gender Stereotypes in Relation to Mental Health **April 24, 2021**

You'll be safe here: A Webinar on Anxiety and Depression **April 25, 2021**

Hinga Ka Muna: A webinar on Stress Management **April 25, 2021**
Strong Work Ethic For Interns Webinar **August 19, 2021**

W.E.A.S.H: Work Ethics & Anti-Sexual Harassment Webinar **August 19, 2020**

Career Forum in Institute and Business and Hospitality Management **September 15, 2017**

CHARACTER OF REFERENCES

MS. LAARNI T. CAPINDING, RGC, RPm
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