

VANESSA FAYE FANER

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SUMMARY

Enthusiastic professional with knack for building positive relationships and fostering collaborative work environment. Skilled in handling administrative tasks with precision and ensuring smooth office operations. Eager to contribute and grow in your company.

PROFESSIONAL EXPERIENCE

07/2023 to 03/2026 HR Assistant, Talent Acquisition, and Admin

Godspeed MegamERCHANTS Co., Inc. - Pasig City, Philippines, Philippines

- Handles manpower vacancies in Luzon.
- Posts job vacancies through different job portals.
- Conducts paper and phone screening.
- Conducts an initial interview.
- Evaluates the examinations of the applicants.
- Finalizes the complete profile of the applicants and ensures that the details on the application forms and interview notes are accurate.
- Coordinates with the External Manpower Service Provider and conducts a second interview.
- Assists considered applicants until the onboarding day.
- Assists the Background Investigation In-Charge if needed.
- Attends job fairs.
- Conducting fieldwork around Luzon to visit schools, visit barangays, and conduct local recruitment activities at different PESO offices.
- Resolves concerns of direct, and agency employees.
- Administrative tasks.
- Handles inquiries about HR policies, regulations and procedures.

07/2022 to 01/2023 Admin Support (Legal Department)

Miescor Logistics, Inc. - Pasig City, Philippines

- Assists the lawyers in tracking the documents for review.
- Monitor and update the document's progress.
- Ensures the safety of confidential documents.
- Organising and filing legal documents.
- Monthly inventory of the office supplies.
- Conducting fieldwork to renew business requirements and routing documents for the signatures of other lawyers.

02/2022 to 05/2022 Intern

Sol Psychological Services - Pasig City, Philippines

- Assists pseudo client on their psychological concerns
- Conducts a Psychological Report
- Conducts a webinar that includes psychological issues

SKILLS

- Strong organizational and time management skills
- Can communicate with people effectively
- Ability to work independently
- Detail-oriented
- Initiative
- Document management
- Field recruitment
- Office administration
- Interview management
- Maintaining files
- Candidate screening

LANGUAGE

Filipino

English

EDUCATION

2022

Bachelor of Science: Psychology

Rizal Technological University - Pasig City

- Dean's Lister
- Consistent Pasig City Scholar
- Registered Psychometrician, 2023