



Angelica Therese Pediongco

B.S. Psychology with HR Certificate PROFILE

To seek employment and experience in the field of industry where I can utilize my abilities and skills that will greatly enhance my capacity and whole well-being and to actively practice my competence in the said work.

WORK EXPERIENCE

Customer Service Representative| Technical Support

June- December 2020

As a Customer Service Representative at Concentrix Bacolod, I played a pivotal role in providing technical support to customers, addressing their concerns related to cable, internet, and phone services. My responsibilities encompassed a range of tasks aimed at ensuring a seamless and satisfactory experience for our valued customers.

Pathcutters Affordable Staff | Virtual Assistant

Dec 2021- Jan 2022

Provide essential support in various administrative tasks that contributed to the smooth operations of the clients I served. My role encompassed a range of responsibilities that required meticulous attention to detail and effective coordination.

Rockwell Land Corporation | Paralegal Associate

Sept 2023- Present

Manages the comprehensive process of document handling before, during, and after each project. Responsibilities included meticulous filing, docketing, and organizing legal documents to ensure seamless project execution. Additionally, oversaw the liquidation of expenses, ensuring accurate financial documentation and compliance with company policies. Demonstrated exceptional attention to detail and organizational skills, contributing to the efficiency and success of legal operations.

Panasiatic Solutions | On the job training (OJT)

Jun 2022- July 2022

Comprehensive HR Exposure:

Over the course of two months, I was entrusted with diverse responsibilities across all key areas of the Human Resources department. This comprehensive exposure enabled me to develop a holistic perspective on the essential functions that contribute to an effective HR framework.

REFERENCES

Geryl Decolongon

Subject Matter Expert/ CNX Bacolod

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EDUCATION

- **University of St. La Salle**
BS Psychology with certification in Human Resource
2019-2023
- **Liceo De La Salle**
ABM Track
2016-2018
- **St. Joseph School La Salle**
Junior High School
2012-2016
- **Alfredo M. Montelibano Elem. School**
Elementary School
2006-2012

SKILL

- Excellent communication skills, including written and oral
- Great interpersonal skills with an ability to collaborate with an individual and groups
- Highly Organized Decision-making skills
- Quick learner and avid multitask-er Self-motivated and diligent Excellent time management abilities
- Technological native familiar with standard software and uses computers daily
- Excellent critical thinking, evaluation, problem-solving, and analysis skills
- Passionate about daily and continuous improvement