



# Paul Bryan F. Perito

## Experience

HR REPRESENTATIVE  
LINDBERG AG A4-Branch  
JUN. 2024 - PRESENT

I work as an HR Representative handling both company sponsored and government benefits of the employees. and providing administrative support such us recruitment, employee relation, and project development, and employee performance evaluation.

TALENT ACQUISITION SPECIALIST  
Permasearch  
April 2024 - Feb 2025

I work as a TA helping outsource employee from different types of jobs, in charge onboarding and recruitment, screening applicants, and job posting.

HR Intern - On the Job Training  
LINDBERG AG A4-Branch  
Feb. 2024 - May 2024

I work as an HR intern providing administrative support such as filing employee record, project support, and recruitment.

Virtual Assistant  
Million - Ontario  
Jan 2022 - Jan 2023

I work as a VA helping schedule's tickets for sports event. and provide ideas for sports advertisement including sports wear and sports event.

Point man sales staff  
UNIQLO - Olongapo  
April 2019 to July 2019

I work as point man, helping customers by giving them extensive information about the products, cleaning the entire place, and installing sensor stuff in any clothing.

## Career Objective

To be able to work in a career oriented and challenging environment that fosters both professional and personal development. Utilizing my interpersonal abilities to contribute and assist in achieving the company's objectives.



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peritopaul4@gmail.com



6B Esteban street, New Kababae, Olongapo City, Zambales

## Skills & abilities

- Multitasking and Time Management
- Good both written and oral communication
- Patient, Initiative, and Hard Working
- Values-oriented
- Quick Learner
- Result Driven

## CERTIFICATION

- Fire Brigade Training
- Red Cross First Aider Training

## Character Reference

PERCIVAL ALTARES  
SENIOR ACCOUNTANT PAGCOR  
09499093542

## Achievement

- Project Manager of the year
- Author of the study published in nationals: FACTORS AFFECTING WORK PERFORMANCE OF ESMO EMPLOYEES OLONGAPO CITY

## Education

College:  
Gordon College  
East Tapinac, Olongapo City  
(Bachelor of Science in Business Administration in  
Human Resource and Management)  
(S.Y.2020-2024)

Secondary:  
Tan Ting Bing Memorial Colleges Foundation Inc.  
Accountancy Business and Management  
(S.Y. 2018-2019)

Elementary:  
Allen Central Elementary School  
(S.Y. 2012-2013)



**GORDON COLLEGE**  
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City of Olongapo  
Republic of the Philippines



# OFFICIAL TRANSCRIPT OF RECORDS

**PERSONAL PROFILE**

**Perito, Paul Bryan, Felicilda**

Name of Student

**201910932**

Student Number

**27-Oct-00**

Date of Birth

**No 19 Banicain, Olongapo City,  
Zambales**

Address

**Bachelor of Science in Business  
Administration - Human Resource  
Management**

Degree / Program

**11-Jul-2024**

Date Graduated

**ENTRANCE DATA**

**26-Jun-19**

Date Admitted

**Tan Ting Bing Memorial Colleges  
Foundation, Inc**

High School

College / University

**Form 138**

Entrance Credential

Date Graduated / Last Attended

**GRADING SYSTEM**

1.0 - 99-100	2.1 - 84
1.1 - 97-98	2.2 - 83
1.2 - 95-96	2.3 - 82
1.3 - 93-94	2.4 - 81
1.4 - 91-92	2.5 - 80
1.5 - 90	2.6 - 79
1.6 - 89	2.7 - 78
1.7 - 88	2.8 - 77
1.8 - 87	2.9 - 76
1.9 - 86	3.0 - 75
2.0 - 85	
Below 75 - 5.0	
INC - Incomplete	
DRP - Officially Dropped	

Course Code	Course Descriptive Title	Final Grade	Re - Exam	Credits
<b>2022-2023 2nd Semester</b>				
HRM108	Labor Relations and Negotiations	2.8		3
HRM109	Project Management	1.3		3
HRM110	Organization Development	1.3		3
MGT111	Cooperative Management	1.8		3
MGT113	Business Research	1.3		3
<b>2023-2024 1st Semester</b>				
HRM 112	Strategic Human Resource Management	1.8		3
HRM 113	Special Topics in Human Resource Management	1.4		3
HRM_111	Compensation Administration	1.7		3
LAW104	Labor Law & Legislation	1.4		3
<b>2023-2024 2nd Semester</b>				
HRM 116	Internship (600 hours) - HRM	1.5		6

NSTP Serial # **C-03-062285-20**

\*\*\*\*\* NOTHING FOLLOWS \*\*\*\*\*

**CONFERRED with the degree in BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN HUMAN RESOURCE MANAGEMENT on July 11, 2024 as approved by the Gordon College Board of Trustees under Resolution No. 14, Series of 2024, dated March 1, 2024.**

Remarks:  
Copy for  
**EMPLOYMENT Purposes Only**



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<i>Perito, Paul Bryan, Felicilda</i>				
<b>2019-2020 1st Semester</b>				
ACC101	Fundamentals of Accounting Part 1	2.5		6
GEC01	Understanding the Self	1.3		3
GEC02	Readings in Philippine History	2.0		3
GEC03	The Contemporary World	1.4		3
GEC04	Mathematics in the Modern World	2.3		3
GEC07	Science, Technology and Society	1.9		3
GEC205	Religions, Religious Experience and Spirituality	1.4		3
NSTP101	Civic Welfare Training Services I	1.3		(3)
PE101	Physical Fitness	1.0		2
<b>2019-2020 2nd Semester</b>				
ACC_102	Accounting Reporting & Analysis Part 2	2.9		6
ACC107	Conceptual Framework and Accounting Standards	1.8		6
ACC108	Cost Accounting and Control	2.7		6
GEC05	Purposive Communication	1.4		3
GEC06	Art Appreciation	1.3		3
NSTP102	Civic Welfare Training Services II	1.4		(3)
PE102	Rhythmic Activities	1.2		2
<b>2020-2021 1st Semester</b>				
ACC103	Intermediate Accounting 1	2.8		6
ACC106	Financial Accounting & Reporting	5.0		3
ACC109	Strategic Cost Management	1.9		3
CBME01	Operations Management & TQM	2.0		3
FIN103	Financial Management	3.0		3
GEC08	Ethics	1.6		3
LAW101	Law on Obligations and Contracts	3.0		3
PE103	Individual Sports and Games	1.1		2
TAX101	Income Taxation	2.3		3
<b>2020-2021 2nd Semester</b>				
GEC09	The Life and Works of Jose Rizal	1.2		3
GEC208	The Entrepreneurial Mind	1.2		3
GEC210	Philippine Popular Culture	1.4		3
HRM101	Administrative and Office Management	1.3		3
MGT_101	Management	2.2		3
MGT102	Basic Microeconomics	1.8		3
MKT101	Marketing Management	2.0		3
PE104	Team Sports & Games	1.4		2
<b>2021-2022 1st Semester</b>				
ACC111	Managerial Accounting	2.4		3
HRM102	Environmental Management System	1.8		3
LAW102	Law on Partnership & Corporation	1.8		3
MGT103	Mathematics of Investment	1.4		3
MGT104	Human Behavior in Organization	2.0		3
<b>2021-2022 2nd Semester</b>				
CBME02	Strategic Management	2.3		3
HRM_105	Global/International Trade	1.5		3
HRM103	Training and Development	1.7		3
HRM104	Recruitment and Selection	1.9		3
HRM106	Logistics Management	1.7		3
HRM114	Feasibility Study Part 1	2.2		3
MGT105	Entrepreneurial Management	1.8		3
MGT106	Franchising	1.7		3
MGT112	Data Analysis	2.0		3
<b>2022-2023 1st Semester</b>				
FIN101	Personal Finance	2.1		3
HRM_115	Feasibility Study Part 2	2.2		3
HRM107	Managerial Economics	1.7		3
MGT107	International Business and Trade	1.8		3
MGT108	Good Governance and Social Responsibility	1.8		3
MGT109	Human Resource Management	1.8		3
MGT110	Economic Development	1.9		3

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