



Jhiane Lausa, CHRA

TALENT ACQUISITION SPECIALIST

A dedicated and detail-oriented Talent Acquisition Specialist with a strong track record in human resources recruitment. Eager to contribute to and grow within an HR recruitment role while continuing to expand my expertise in the field.

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🏠 Sikatuna St., Pari-an, Cebu City, 6000

SKILLS

- Leadership Skills
- Communication
- Time Management
- Problem Solving
- Knowledgeable in Microsoft Word, Excel and Powerpoint
- Team Player

TRAININGS

- JPMAP CEBU FEDERATION – PROJECT MANAGEMENT TRAINING
- GEAR UP: RELATED TECHNOLOGY SOLUTIONS FOR HR
- EMPLOYEE RELATIONS: HANDLING DISCIPLINARY ACTIONS TO EMPLOYEES AND EXECUTIVES

EDUCATION

BSBA HUMAN RESOURCE MANAGEMENT

University of San Jose Recoletos – Main Campus

ACCOUNTANCY BUSINESS & MANAGEMENT

Southwestern University - PHINMA Senior High School

WORK EXPERIENCE

RECRUITMENT ASSOCIATE

TasksEveryday (June 2024 – Present)

- Doing initial interview
- Discuss Job Offer to New Hires
- Prepare documents for Onboarding

Additional Tasks:

- HR Refresher – discuss the relevant process and company policy to existing employees
- Admin Task

HR INTERN

Creative Cuisine Group (February 2024 – May 2024)

- Doing initial interview
- Draft NTE
- Assist with HR Refresher
- Assist with Payroll