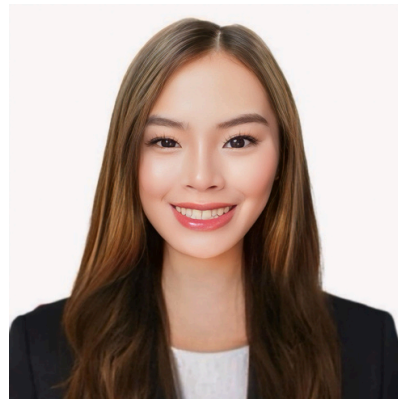


ANN CHARITY S. CHUA

HUMAN RESOURCE ASSISTANT

📍 Santa Cruz, Laguna
☎ +639764607419
✉ chuaanncharity@gmail.com



CAREER OVERVIEW

Energetic and detail-oriented BA Psychology graduate with CHRA certification, skilled in candidate sourcing, screening, and interview coordination. Proven ability to manage applicant pipelines, maintain ATS records, and support end-to-end recruitment processes. Adept at building rapport with candidates and aligning talent acquisition strategies with organizational needs.

EDUCATION

Bachelor of Arts In
Psychology
University of Perpetual Help System
DALTA | 2025

SKILLS

- Candidate Sourcing & Screening
- Applicant Tracking System (ATS) Management
- Interview Coordination
- Strong Organizational & Time Management
- Excellent Communication
- Data Entry Accuracy
- Team Collaboration
- Leadership

REFERENCE

John Raymark F. Nace
Program Staff | One Algon Place
Foundation Inc.
nacejohnraymark@gmail.com
+639662698946

EXPERIENCE

Human Resource Assistant

Work Ion Manpower | March - April 2025

- Screened and shortlisted 50+ candidate applications weekly, improving hiring cycle time by 15%.
- Coordinated interview schedules for 10+ hiring managers, ensuring zero scheduling conflicts.
- Maintained accurate applicant tracking system records, reducing data entry errors by 20%.

Program Staff

One Algon Place Foundation Inc. | May - June 2025

- Assisted in program coordination and logistics, ensuring timely execution of events.
 - Maintained confidential records for program participants with 100% accuracy.
 - Collaborated with team members to meet deadlines and project milestones.
-