

Jeralyn S. Guerra

Brgy. Taguete, Babatngon, Leyte, Philippines 6520
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OBJECTIVE

To secure a position in a dynamic and forward-thinking company where I can leverage my strong work ethic, adaptability, and collaborative skills to contribute to the organization's growth and success.

PROFILE

Dedicated and efficient professional with a strong commitment to delivering high-quality service. Capable of working independently with minimal supervision, while maintaining enthusiasm and a positive attitude. Experienced in managing tasks in fast-paced environments with a focus on accuracy and excellence.

SPECIAL SKILLS

- Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Extensive experience with Sprout Payroll Management and Go High Level platform
- Skilled in Human Resource Information Systems (HRIS)
- Expertise in tools like Hubstaff, BambooHR, Workable, Sprout HR/Payroll and Freshdesk
- Strong oral and written communication skills in both English and Tagalog
- Exceptional time management and organizational abilities
- Self-motivated and capable of working independently
- Able to thrive under pressure in fast-paced environments
- Reliable team player with a strong adherence to policies and procedures
- Flexible and eager to undergo training, with a commitment to integrity and trustworthiness

PRE-PROFESSIONAL EXPERIENCE:

Commission on Elections (COMELEC) | Office Clerk Intern

June 25, 2018 – July 30, 2018

- Received comprehensive training in both quantitative and qualitative research

methodologies.

- Provided administrative support during the voter registration process, ensuring accurate and efficient handling of applications.
- Assisted Registrar personnel in managing daily operations, including voter inquiries and documentation.
- Collaborated with the Election Assistant Officer to facilitate Barangay Registration activities.

Bangko Sentral ng Pilipinas (BSP) | Administrative Assistant Intern

February 5, 2020 – March 11, 2020

- Managed official communications, including responding to emails and organizing incoming and outgoing mail.
- Efficiently maintained and organized client records through systematic filing procedures.
- Supported event planning and coordination, ensuring smooth execution of administrative tasks.
- Assisted in recruitment and onboarding processes, contributing to the successful acquisition of personnel across departments.

PROFESSIONAL EXPERIENCE:

Robinsons Supermarket Corp. | Executive Secretary

Aug. 01, 2020 – Mar. 15, 2021

- Efficiently managed the executive's schedule, ensuring all meetings and events were coordinated seamlessly.
- Regularly updated executive reports to support strategic decision-making.
- Served as the primary liaison between the executive and employees, facilitating clear communication.
- Provided comprehensive administrative and clerical support across all departments.
- Assisted HR with timekeeping, payroll processing, and applicant screening.
- Coordinated with vendors and professional service providers to ensure timely payment processing.

Cellcom World Communications Trading | HR Admin

May 17, 2021 – Jun. 30, 2023

- Maintained meticulous physical and digital personnel records, including employment contracts.
- Accurately updated internal databases with new hire information to ensure compliance and efficiency.
- Developed and distributed company policy guidelines and FAQ documents for employee reference.
- Compiled and processed payroll data for over 400 employees, ensuring timely and

accurate disbursement.

- Scheduled job interviews and managed all candidate communication throughout the hiring process.
- Prepared detailed reports and presentations on HR metrics for senior management.
- Addressed employee inquiries regarding benefits, vacation entitlements, and loan procedures.

BOLDR PH. INC. | HR Advocate – Compensation and Benefits

Jul. 01, 2023 – Feb 28, 2025

Employee Records

- Verified and issued Certifications of Employment and Contributions in a timely manner.
- Responded to external verification requests, ensuring confidentiality and accuracy.
- Provided support for external audits, meeting all compliance and regulatory requirements.

Benefits Administration

- Facilitated job offer processes and contract signings, ensuring adherence to company policies.
- Provided consultation on Boldr's Benefits Management policies, offering recommendations to stakeholders.
- Developed and updated benefits policies and documentation in collaboration with management.
- Ensured the accurate and timely processing of government contributions (SSS, PhilHealth, HDMF), maintaining compliance with local regulations.
- Managed the processing of government-mandated benefits according to established guidelines.
- Coordinated with benefits providers to monitor, implement, and update Boldr's benefits programs.
- Managed the enrollment process for internal benefits, ensuring compliance with pre-employment requirements.
- Supported the annual PTO conversion process, ensuring smooth integration with Sprout Payroll.

PERSONAL INFORMATION:

Birthday : September 10, 1998

Age : 26

Height : 5'0

Weight : 56 kg

Citizenship : Filipino

Language Spoken : English and Filipino

Civil Status : Single

EDUCATIONAL ATTAINMENT:

Tertiary : Bachelor of Science in Office Administration
Cavity State University – Imus Campus City of Imus, Cavite
(S.Y. 2015 – 2020)

Secondary : San Agustin National High School
Babatngon, Leyte
(S.Y. 2011 – 2015)

SEMINARS AND TRAININGS:

Learn, Grow and Lead: Stand Out in The Crowd - 2018

Campus Hall, Cavite State University– Imus Campus
Imus, Cavite

Personality Development and Public Speaking - 2019

Campus Hall, Cavite State University– Imus Campus
Imus, Cavite

Occupational First Aider Training - 2022

Philippine Red Cross – Leyte Chapter
M.H. Del Pilar St., Downtown, Tacloban City

Employers Forum - 2022

Department of Labor and Employment – Regional Office VIII
Hotel Costa Brava, San Jose, Tacloban City

CHARACTER REFERENCES:

*Available upon request

I declare that this Comprehensive Resume has been accomplished by me, and is a true, correct and complete statement. I also authorize the agency head/authorized representative to verify/validate contents stated herein. I trust that this information shall remain confidential.

Jeralyn  S. Guerra

CERTIFICATION

This is to certify that **MS. JERALYN S. GUERRA** has been employed with Robinsons Supermarket Corporation from August 01, 2020 to March 15, 2021 as Secretary in our Tacloban Branch.

This certification is being issued upon the request of **Ms. Guerra** for whatever legal purpose it may serve her.

Issued this 9th day of June 2021 at Quezon City, Philippines.

ROBINSONS SUPERMARKET CORPORATION

By:



MARIA LILIBETH A. YOSORES
Human Resources Manager



117 P. Zamora St., Tacloban City
Contact No. (053) 523-0238

HRAD-COE 2023-08-0018

CERTIFICATE OF EMPLOYMENT

This is to certify that **Ms. Jeralyn S. Guerra** has been employed with our company from May 17, 2021 up to June 30, 2023 holding a position as Human Resource Admin.

This certification is issued upon the request of **Ms. Guerra** for whatever legal purposes it may serve.

Given this 16th day of July 2023 at P. Zamora St., Tacloban City.

Prepared by:


Tessie A. Abarracoso
Human Resources Department

CELLCOM WORLD COMMUNICATIONS TRADING
117 Zamora St., Tacloban City
Contact No. (053) 523-0238

REPUBLIC OF THE PHILIPPINES



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Maka-Diyos,
Maka-Tao,
Makakalikasan
at Makabansa.



PILIPINAS
PASAPORTE

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Lagda ng pinagkalooban/Holder's Signature (Not valid unless signed)

