

Christian Paul Temporaza



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DIDACTIC MILIEU

(2014-2018)

Bachelor of Science in Information Technology

STI College – Philippines

(2010-2014)

Secondary Education with Technology and Livelihood Education in Cooking and Bartending

San Bartolome High School - Philippines

(2004-2010)

Elementary Education

Mahonri Academy and Science High School - Philippines

EXPERIENCE

(November 2017 – February 2018)

Convergys Corporation | HR Assistant & IT Support

Human Resources Assistant

- Provide clerical and administrative support to HR executives.
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, evaluation etc.)
- Deal with employee requests regarding HR issues, rules and regulations.

- Assist in payroll preparation by providing relevant data.
- Properly handle complaints and grievance procedures.

IT Support

- Monitoring and maintaining computer systems and networks.
- Responding in a timely manner to service issue and requests.
- Providing technical support across the company.
- Setting up accounts for new users.
- Testing new technology.
- Possibly training more junior staff members.

(February 2016 – November 2017)

ABS-CBN Corporation – Media Company | HR Assistant

- Assisting w/ the day to day operations of the HR function duties.
- Compiling and update employee records (hard and soft copies).
- Conduct initial orientation to newly hired employees.
- Communicate with public service when necessary.
- Coordinate HR projects meetings, trainings, survey etc.
- Assisting our recruiters to source candidate and update our database.

Objective

To obtain a position as an IT Support Associate in challenging environmental that utilizes team-work effort for researching, learning and developing new high-tech products.

(March 2015 – December 2015)

SKILLS

Computer Literate

- Proficient in MS Office (Word & Presentation).
- Desktop/Laptop Troubleshooting.
- Basic Java Script | HTML
- Quality Assurance (Mobile App).
- Drag & Drop Website (WordPress).
- Documentation Specialist:
 - Diagrams
 - Flowcharts
 - Prototype
 - Manuscript (Manual for mobile application or web).

Human Resources Assistant

- Recruitment and Dismissals.
- Managing Labour Law.
- Employment Standards.
- Administration and Employee Benefits.
- Knowledge about Payroll System.
- Knowledge about data files, information and applicant requirements.

Food Industry

- Built loyal client through friendly interaction and consistent appreciation.
- Maintained high standards of customer service during high-volume, fast-paced operations.
- Followed procedures for safe food preparation, assembly and presentation.
- Took initiative to find tasks when scheduled duties were complete.

INTERESTS

Playing Table Tennis, Travelling, Photography, Reading Novels (Rainbow Rowell & John Green), Watching Korean & Anime Series and Lastly Playing Piano.

Kenny Rogers Roaster | Team Member/Cashier

- Welcome guest as they arrive at the order counter.
- Provide guest with the menu and suggest food as per their preferences.
- Inform customers of new deals that the company has introduced.
- Relay orders to the kitchen so that they can be prepared immediately.
- Assemble orders and pack them in a safe manner.
- Discard any expired item immediately.
- Ensure that order and food preparation counters are clean all the times.
- Receives supplies and ensure that they are stored properly.
- Handle customers complaints and concerns.

AWARDS & CERTIFICATION

Seminar | Trabaho Coaching Magnus Eventus Inc.

STI College – Amphitheatre Novaliches, Quezon City, Philippines
March 03, 2018

Outstanding Human Resources Intern Award 2018

Convergys, Centris Eton, Quezon City, Philippines
February 10, 2018

Most Dependable (Engagement) Intern Award 2018

Convergys, Centris Eton, Quezon City, Philippines
February 10, 2018

Seminar | 20th STI National Youth Convention 2015

CCP Complex Star City, Pasay City, Philippines
February 04, 2015

PERSONAL PROFILE

Date of Birth & Place of Birth	March 09, 1998 / Philippines
Gender	Male
Religion	Roman Catholic
Marital Status	Single
Citizenship	Filipino
Visa Status	Tourist Visa
Visa Expiry Date	January 09, 2019

Language/Dialect Spoken

- **Filipino** – Proficient
- **English (US)** – Advanced
- **Nihongo (Japanese)** - Intermediate

CHARACTER REFERENCE

Furnished upon request.