



LYNETH IWARAT

A highly organized and detail-oriented HR assistant with more than 2 years experience in recruitment, onboarding & training employees and admin support. Proven ability to streamline processes and ensure compliance with labor laws. Possess excellent communication and interpersonal skills and a passion in helping others to success.

Contact

Phone

+63961-990-8992

Email

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Address

San Felipe Zambales,
Philippines

Education

2012-2016

BS MATHEMATICS

Laguna State Polytechnic University

2008-2012

Fourt year HS

Lumot National High School

Skills

- Quality management
- Effective Communication
- Recruiting
- Time Management
- Training
- Process Flows

Language

English

Tagalog

Experience

○ 2020 - 2022

Techno Mold Plas Inc | Calamba, Laguna

HR Assistant

- Identified future hiring needs and developed job descriptions and specification.
- Attracted suitable candidates through online employments forums, social media, etc.
- Conducted interviews and assessed applicant's knowledge, skills and experience to the best suit open position.
- Trained and onboarded new employees, and conducted orientations for new staff hirea.
- Maintained employee data and kept updated accounts of all employment records.
- Provide administrave support with calendars, meetings, and training events.

○ 2019-2020

South Caroline Montesorri School | Calamba Laguna

Teacher

- Create and implemented lesson plans that incorporated Mathematics I to VI.
- Assessed tests and reported and analyzed student result.
- Kept student records and analyzed them weekly in order to address problematic areas and ensure student progress.
- Organized meetings with parents and fellow educators to discuss current classroom issues.
- Coached srudents on math competitions and helped them achieve high scores.
- Helped school in organizing events.

○ 2016-2018

Aruze Global Shared Services Inc. | Sto. Tomas Batangas

Game Designer

- Created and updated game design documents, helping to translate project goals into tangible features.
- Developed and maintained game features and content, ensuring a high level of quality.
- Created and tested game mechanics, ensuring a smooth and enjoyable user experience.
- Collaborated with designers, aetist, programmers, Qa tester and bosses to create engaging and innovative game experience.

Certificates

Virtual Assistance Course

Virtual Assistant Portal Ph.

Train the trainor

SAS Management Inc,