



# PORTFOLIO

*Czarina Habel - Virtual Assistant*



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# Hi, I'm Czarina

## ABOUT ME

I'm Czarina Habel, and I'm excited to introduce myself as a dedicated professional ready to support your needs. Holding a degree in psychology, I bring a unique perspective to my work. With a year of experience as a human resource administrator and a month-long stint as a property management VA, I offer a versatile skill set tailored to meet your requirements.

My strengths include being computer literate, meticulous attention to detail, multitasking capabilities, effective communication, and exceptional organizational skills. Notably, I have a track record of successfully hiring multiple talented applicants, contributing to the growth and success of the organizations I've worked with.

Whether it's streamlining processes, ensuring effective communication, or handling a variety of tasks simultaneously, I am committed to delivering results that exceed your expectations.

If you'd like to discuss how I can assist you further or have any questions, please don't hesitate to reach out. I'm here to support you and help you achieve your goals.

Thank you for considering me as a valuable addition to your team. I look forward to the opportunity to collaborate with you.





# Education **HISTORY**

***University of Makati***  
***(Bachelor of Science in Psychology Major in Research and  
Measurement) 2012–2015***

Team Member of Psychology Society in our University (2012–2015)

Volunteer Member of Pedyakamp (2013)

Cheerdance Competition in UMAK 3rd Placer (2012)

***University of Makati***  
***(Associate in Customer Service Communication) 2010 – 2012***

Achieved Flat 1 in performing Dance Competition in Physical Education 2011




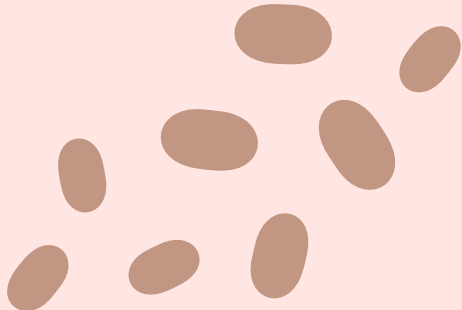
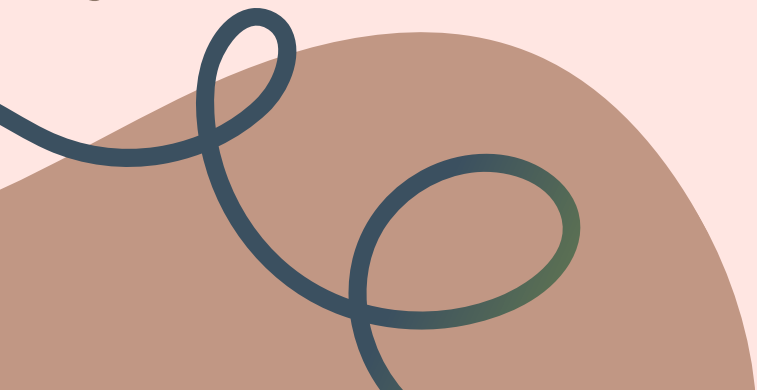


# Work **EXPERIENCE**

*Human Resource Virtual Assistant*

*June 2023 - October 2023*

**LAPU2STAFFING**

- Sourcing applicant thru Social media / Job Sites
  - paperscreened applications
  - Sent an email to invite of the applicant and set a schedule for initial interview
  - Encode all resumes received via Grove HR tool
  - Collects all confidential Documents and requirements of the applicant
  - Do Background Check in applicant
  - Call Character references
  - update Background Check Tracker
  - Performed additional tasks as assigned
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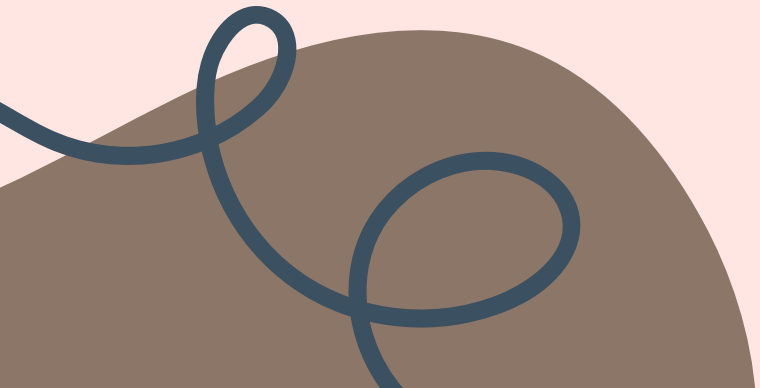
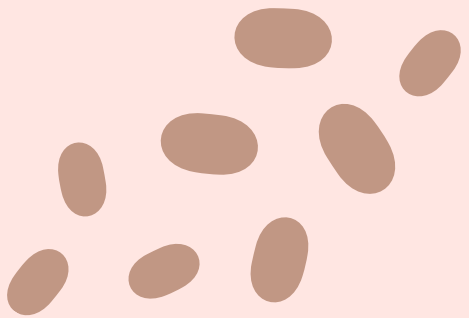


# Work **EXPERIENCE**

*Property Management VA*

*February 2023 - June 2023*

## **THE FLORIDANEST**

- Assist the Property Manager
  - Provide prospective and current residents with exceptional customer service
  - Advertise listings & update regularly.
  - Send emails to clients for rental increases.
  - Monitor messages in using guesty, vrbo and Airbnb
  - Call Airbnb to dispute any not relevant reviews
  - Make a tracker and schedule to remind Property Manager
  - Performed additional tasks as assigned
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# Work EXPERIENCE

*Human Resource Administrator*  
*February 2017 - April 2018*

## **ASIANCARE HEALTH SYSTEMS INC.**

### Recruitment

- Posted job ads and screened resumes
- Managed applicant 201 files
- Conducted screening, interviews, and testing
- Facilitated new employee orientation

### Training and Development

- Conducted seminars enhancing employee skills and engagement

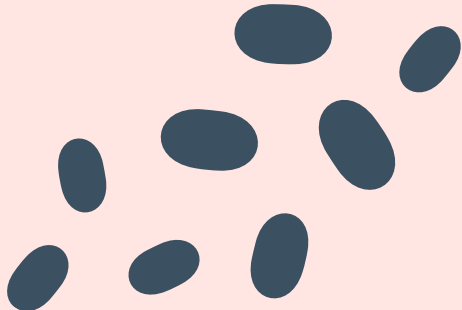

### Talent Sourcing

- Utilized creative sourcing methods.

### Employee Relations

- Cultivated positive employee relationships
- Addressed concerns and facilitated conflict resolution

### Administrative Tasks

- Assisted in communication management (verbal, written, email, etc.)
  - Managed incoming and outgoing correspondence
  - Monitored housekeeping attendance and supplies
  - Performed additional tasks as assigned
- 
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# *Seminar* **ATTENDED**

## ***PROCESSING CLIENTS USING CREATIVE TECHNIQUES***

Grand theatre, University of Makati  
February 8, 2013

## ***NEW TRENDS IN PSYCHOTHERAPY***

Mini Theatre, University of Makati  
February 11, 2014



## ***COMPREHENSIVE APPROACH IN THE PRACTICE OF PSYCHOLOGICAL ASSESSMENT.***

Mini theatre, University of Makati  
February 15, 2013

## ***EQUIPPING PSYCHOLOGY STUDENTS WITH KNOWLEDGE IN PSYCHOLOGY FIRST AID.***

Mini Theatre, University of Makati  
February 11, 2014







# Human Resource **TRAINING**



## **RECRUITMENT TRAINING**

Date: June 19 – 23, 2023

Venue: Remote

All about recruitment processes, how to do paperscreens and choose the best applicants, discussions and exams.

## **TRAINING & DEVELOPMENT**

Date: July 10–14, 2023

Venue: Remote

Activities, discussions and exam all about training and development

## **COMPENSATION & BENEFITS**

Date: June 26–30, 2023

Venue: remote

Activities and discussions with exam of All about compensation and benefits of the employee in a company

## **HR LEGAL**

Date: July 17–21, 2023

Venue: Remote

More on discussions and exams about HR Legal in US and AU.

## **ONBOARDING**

Date: July 3–7, 2023

Venue: Remote

Making Onboarding Plan, Activities, exams, Discussion about background checking and onboarding processes



These Training Is Conducted by The Management of  
lapu2staffing Company



# Personality

## TEST



### Personality Type INFJ-A

Mind - 54% Introvert  
Energy - 65% Intuitive  
Nature - 75% Feeling  
Tactics - 69% Judging  
Identity - 57% Assertive



### DISC Style: Fact-Finder

Fact-finders bring a keen sense of quality control and detail orientation to the projects in which they engage. Like a detective, they work at the intersection of facts, logic, and intuition.



### Career Profiler

Work style: Humanitarian

Driven to make the world a better place. Creative and Imaginative in coming up with insightful solutions.

# Tools of Expertise



EMAIL





# Hobbies and Passion



Playing mobile games



Cleaning the Household  
Chores



Watching Horror Movies



*Thank you!*

**LET'S WORK TOGETHER**