



ROSELLE ANNE AQUINO

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Project Management
- Appointment Setting
- Data Entry
- Internet Research
- Office Software
- Video Editing

TOOLS

Google Workspace
Microsoft Office 365
Canva
Adobe Premier
Asana

PERSONAL PROFILE

A psychology graduate with 7 years of holistic knowledge in Human Resource. Also experienced in primary to secondary education, event management, and Human Resource Information System navigation and implementation.

WORK EXPERIENCE

VIRTUAL ASSISTANT

[Medical & Business Virtual Assistant | 2024 - Present](#)

- Management of career postings for each facility.
- Generation, preparation and data management for Applicant Tracking System.

HUMAN RESOURCE ASSOCIATE

[World Health Organization | October 2022- October 2023](#)

- Orientation of newly hired employees on the performance evaluation and mandatory trainings
- Planning, preparation and execution of annual training events
- Generation, reporting and data management of training systems

RECRUITING ANALYST

[Accenture, Inc. | April 2022 – September 2022](#)

- Verification & Validation of candidates' profile
- Preparation, Creation & Discussion of final assessment and job offer to candidates.
- Updating of records and creating entry logs in several sites.

EDUCATION HISTORY

[Centro Escolar University](#)

- Bachelor of Science in Psychology, 2014
- Member, Psychology Society
- Member, Science and Technology PEP Squad
- Member, Volleyball Team