



KATHLEEN JANE E. MAGADIA

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SUMMARY

Dynamic Senior HR Officer with over four years of experience in human resources management, demonstrating a strong capability to lead HR initiatives and enhance organizational effectiveness. Expertise in employee benefits administration, recruitment, and compliance with labor laws fosters a positive workplace environment. Proficient in HRIS and payroll management, ensuring accurate data handling and reporting. A commitment to ethical standards and confidentiality drives the ability to manage sensitive employee information with care, while strong communication skills facilitate conflict resolution and employee engagement.

WORK EXPERIENCE

OFFICE ASSISTANT (CARDIOVASCULAR UNIT) MARY MEDIATRIX MEDICAL CENTER

July 2025- Present

- Encoding of results of ECG, 2d Echo, Holter, Ambulatory Blood Pressure Monitoring, Carotid, Arteries/Veins Duplex Scan, Venous Duplex Scan, Stress Test, Stress Echo, Treadmill Stress Echo, Tee and Dobutamine.
- Releasing of results of ECG, 2d Echo, Holter, Ambulatory Blood Pressure Monitoring, Carotid, Arteries/Veins Duplex Scan, Venous Duplex Scan, Stress Test, Stress Echo, Treadmill Stress Echo, Tee and Dobutamine.
- Assisting patient on the process they will do in heart station.
- Collecting ECG per Station, ICU, CCU and ER.
- Preparing the schedule of staff monthly.
- Preparing the schedule of decking of doctor's reader for the month.
- Requesting/getting supplies of the department.
- Scanning documents for sending to the doctor on deck to read the examination procedure of the patients.

SENIOR HR COMPENBEN SPECIALIST IPM Construction & Development Corp., Pasig City

Aug 2017- Oct 2019

- Handling of benefits administration for all government-mandated benefits
- Filling and computing of SSS Sickness and Maternity benefits
- Reporting of newly hires employees in SSS and PHILHEALTH
- Posting of premium remittances and loans
- Advertising job openings and managing recruitment processes.
- On-boarding new employees and ensuring a smooth transition.
- Addressing employee grievances and resolving conflicts.
- Promoting a positive work environment.
- Ensuring compliance with labor laws and regulations.
- Managing employee benefits and compensation packages.
- Managing payroll and employee benefits.
- Maintaining HR systems and databases.
- Preparing reports and analyzing HR metrics.

HR ASSISTANT

June 2015 - Aug 2015

E-Global Carriers Inc under Rephil Group of Companies, Pasig City

- Monitoring of attendance of department head and office staff for recording of tardiness and absences
- Weekly and semi-monthly timekeeping
- Ensure proper records management of timekeeping files per cut-off and compensation and benefit per company
- Post, monitor, and update leave balances of all eligible employees
- Handling of benefits administration for all government-mandated benefits
- Assisting on-boarding and off-boarding employees
- Assisting on some recruitment and related employee engagement tasks
- Preparing Certificate of Remittance and Certificate of Employment for all employees
- Dealing with the insurance providers

EDUCATION

**Bachelor of Science in Business Administration Major in
Human Resources Development Management**

June 2011- April 2015

ADDITIONAL INFORMATION

Technical Skills: Office Management, Time Management, Fast learner, ability to multitask, work under pressure, computer skills

SEMINAR

SSS IN-DEPTH INFORMATION SEMINAR

Luzvimin Function Room | SSS Building East Avenue
Diliman Quezon City
February 20-22, 2017

BRIEFING ON PAG-IBIG FUND BENEFITS AND PROGRAMS

Pag-IBIG Fund Ortigas Member Services Branch | Westar Bldg.
611 Shaw Blvd., Pasig City
July 13, 2017

