

# GILBERT ALLAN A. MAMARIL

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Molino III Bacoor City, Cavite

## PROFESSIONAL SUMMARY

Certified Human Resource Associate (CHRA) and Cum Laude graduate with a Bachelor of Science in Psychology from National University – Mall of Asia. Hands-on experience in human resources administration, compensation and benefits support, employee documentation, and psychological assessment. Proficient in Microsoft Office, report writing, and administrative support.

## EDUCATION

2021 - 2025

**NATIONAL UNIVERSITY - MOA**  
**Bachelor of Science in Psychology**

## AWARDS, CERTIFICATIONS & SCHOLARSHIPS

### Human Resource Educators' Association of the Philippines

**(HREAP) – Certified Human Resource Associate (CHRA), 2025**

### Project Inclusion Network (PIN) – Education for Economic

Empowerment Program — 3-year scholarship awardee (2022–2025)

### 2021 - 2025 - Academic Excellence

**Latin Honor – Cum Laude** – Graduated with Academic Distinction

#### Academic Year 2023 – 2024

- 3rd Trimester 2nd Honor Dean's List

#### Academic Year 2022 – 2023

- 2nd Trimester: 2nd Honor, Dean's List
- 3rd Trimester: 1st Honor, Dean's List,

#### Academic Year 2021 – 2022

- 1st Trimester: 2nd Honor, Dean's List,
- 2nd Trimester: 1st Honor, Dean's List,
- 3rd Trimester: 1st Honor, Dean's List,

## SKILLS

### Clinical Skills

- Administering and Scoring Psychological Tests
- Basic Counseling and Therapeutic Techniques

### Research Skills

- Conducting Literature Reviews
- Collecting and Analyzing Data
- Familiarity with Statistical Analysis
- Qualitative Research Techniques

### Technical Skills

- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint)

### Communication Skills

- Active Listening and Empathy
- Language Proficiency
- TOEIC Score: 790 (CEFR Level: B2)
- Effective Verbal and Written Communication

### Administrative Skills

- Willingness to Learn and Acquire New Knowledge
- Adaptability in Different Environments
- Openness to Feedback

## WORK EXPERIENCE

### Landers Superstore – Central Office

HR - Total Rewards Intern | 2025

As a Total Rewards Intern at Landers Superstore, I gained various professional skills, including writing proper business emails, preparing payment request forms, and handling other administrative tasks. I also assisted with day-to-day HR operations, which enhanced my attention to detail, organizational abilities, and familiarity with corporate processes and documentation.

### Bofill Psychological Services Inc

Clinical Intern | 2024

During my internship at Bofill Psychological Services Inc., I gained hands-on experience in writing psychological reports and learned how to effectively interact with patients. This experience gave me a strong foundation in clinical psychology, especially in patient care, psychological assessment, and therapeutic practices in a clinical setting.

## ORGANIZATIONS

- NU MOA Psychology Society | Member
- NU MOA Commission on Student Elections | Commissioner (Former)
- Project Inclusion Network Scholarship Program | Scholar (2023 - 2025)
- Muscular Dystrophy Association of the Philippines | Member

## WORKSHOPS, SEMINARS, AND WEBINARS

- Neuro-Linguistic Programming | December 3, 2024
- Mental Health in Pocket Healthy Mind, Healthy Workplace! | October 10, 2024
- Navigating the Global HR Landscape: A Student's Guide to Best Practices and Labor Law Compliance | October 9, 2024
- Discovering Psychology: Inspiring Research Journeys | February 7, 2024
- Research Ethics Seminar | January 24, 2024
- Eureka! I Have Found It! | June 20, 2023
- Combating Quicksand Anxiety: Get With It or Fight Against It | February 23, 2023
- PsychED: Exploring the Basics in Applied Behavior Analysis | February 20, 2023

## REFERENCES

### Geraldine Guerrero

Total Rewards & HR Operations Head | Landers Superstore Head Office  
09167811646 | gguerrero@landers.ph

### Nicole Joy D. Fami

HR Assistant | The Grand Excelsior Hotels Philippines  
09299610260 | nj.fami@gmail.com

### Aubrea O. Orlino

HR Assistant | Popeye's Philippines  
09619612025 | aubrearolino17@gmail.com