



CONTACT ME

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- Country Homes, Brgy Estefania, Bacolod City, 6100.

EDUCATION

Riverside College, Inc.

Bachelor of Science in Psychology
2019- 2025

Riverside College, Inc.

Senior Highschool
2017-2019

St. Joseph School La- Salle

Junior High School
2013-2017

Trinity Christian School

Elementary
2007-2013

SERVICES RENDERED

Facilitator during the Familian Leadership Training Seminar

Holy Family High School, Sum ag, Bacolod City
(December 2,2023)

Volunteer during the Community Engagement Program with GK Arao

GK ARAO, Brgy. Vista Alegre
(March 16,2024)

KRIZZAH ANNE DUMIP-IG

ABOUT ME

I am a Psychology graduate with professional experience in talent acquisition, customer service, liaison coordination, and academic administration. As a Talent Acquisition Associate, I have sourced candidates for a wide range of roles across multiple industries, including sales, healthcare, and specialized niche positions, while managing multiple requisitions in a fast-paced environment. My background as a Customer Service Representative and Registrar has strengthened my communication, organizational, and interpersonal skills. I am adaptable, detail-oriented, and committed to delivering high-quality work while continuously learning and growing.

WORK EXPERIENCE

Concentrix Bacolod

2020 - 2021

Customer Service Representative

- Answers inbound calls from clients
- Perform basic troubleshooting on customer service
- Handle customer issues regarding internet, cable and phone services

Ceres Negros FC

2018- 2020

Liaison Officer/Event Facilitator (Ceres Cup)

- Processed documents, tickets, and identification requirements for players, officials, and participating teams.
- Facilitated match day operations, including ushering, coordination with staff, and assisting players and guests.
- Ensured the accuracy and completeness of team line-ups and player eligibility documents.
- Issued receipts and handled registration transactions during events.

Hearticulate Psychological Center

November 4 - 29, 2024

Psychology Intern

- Facilitated social interactions with senior citizens, fostering engagement and community connection.
- Participated in seminars for young professionals, enhancing knowledge in relevant topics.

Mount Carmel College of Escalante, Inc. June 16- November 30,2025

Registrar

- Maintained and processed student records and official documents.
- Coordinated with faculty, staff, and external agencies for document requirements.
- Assisted students and parents with enrollment and academic-related inquiries.

Expounder Corp.

January 29, 2026-Present

Talent Acquisition Associate

- Managed multiple hiring requisitions across various industries, including sales, healthcare, and niche roles.
- Sourced and screened candidates while coordinating interviews and ensuring a positive candidate experience.
- Created recruitment message templates, maintained the Applicant Tracking System (ATS), and kept candidate records up to date.

REFERENCES

Yohannah Alegada
Mount Carmel College
of Escalante, Inc.
Phone: 09178815171

Jomari Santillan
Ceres Negros FC
Phone: 09491129504
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