

JANN FRANZES de GUZMAN SOMERA

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SUMMARY

Graduate of Bachelor of Arts in Psychology and with experienced as Administrative Staff (School Guidance Coordinator and School Registrar), HR Assistant, Psychology Teacher and Virtual Assistant. Honest, hardworking, resourceful, keen to details with good interpersonal skill.

EXPERIENCE

Support Staff – Contract of Service

April 2, 2025 – October 31, 2025

- Assisted in the preparation and organization of employee records, contracts, and other HR documents.
- Summarized payroll for Contract of Service employees and Job Order workers.
- Prepared certificates and other HR-related documents as requested by employees.
- Processed leave applications and maintained accurate attendance records.
- Provided administrative support such as filing, encoding data, and preparing HR-related reports.
- Ensured confidentiality and accuracy in handling HR files and information.

Management Assistant (WFH)

August 5, 2024 – February 4, 2025

- Assisting in the development and implementation of team management processes.
- Collaborating with senior staff on project planning, tracking progress, and ensuring project milestones are met.
- Coordinating with various departments to optimize workflows and enhance productivity.
- Ensured products were listed correctly on each platform with the appropriate images, descriptions, and titles.
- Oversee order processing and returns.

Admin/HR (WFH)

February 22, 2024 – August 2, 2024

- Supported HR functions such as recruitment, payroll processing, and maintaining employee records.
- Develops and implements company policies, ensuring employees' compliance. Reviews and updates existing policies to improve efficiency and effectiveness. Collaborates with various departments to address policy-related concerns and ensure smooth operations.
- Managed administrative tasks, including document preparation, scheduling, and handling employee inquiries.
- Oversee day-to-day office management, ensuring smooth operations and effective communication.

HR and Admin Staff

February 2021 – May 2022

- Conducted recruitment and selection processes, ensuring quality hires.
- Managed daily time record plotting and payroll processing for all employees.
- Prepared cash and cheque vouchers, created employee memorandums, and issued notices.
- Organized documents and files for project bidding and performed additional admin functions.

Guidance Coordinator for Senior High School

May 2017 – May 2018

- Provided guidance and counseling to students, supporting their academic and personal growth.
- Implemented the year-level Guidance Program in coordination with class moderators.
- Held weekly consultations with class moderators, addressed student needs, and conducted case conferences.
- Maintained individual student records and supported the Testing and Research Office with test administration

School Guidance Coordinator and School Registrar

June 2013 – March 2017

School Guidance Coordinator

- Provided academic and personal counseling for students, maintaining appropriate documentation.
- Implemented Guidance Programs, aligning with overall objectives and coordinating with class moderators.
- Organized weekly consultations with class moderators and conducted case conferences with parents.
- Supported student assessments through individual and group testing.

School Registrar

- Maintained the integrity of student records, ensuring complete and valid documentation.
- Processed all incoming and outgoing scholastic documents and supported registration processes.
- Coordinated with government agencies to ensure curricular compliance and encoded students in LIS.

HR Assistant

December 2012 – March 2013

- Supported the HR Manager by scheduling appointments, organizing orientations, and maintaining employee records.
- Assisted in administering tests, organizing company events, and managing employee information.

SKILLS

- HR and Recruitment
- Administrative Support
- Project Coordination
- Communication
- Counseling and Interpersonal Skills
- Data Management:

EDUCATION

BACHELOR OF ARTS IN PSYCHOLOGY

University of Southern Mindanao

Kabacan, North Cotabato 9407 Philippines

