



## MARJUN M. MANDANAS

Mataywanak, Tuy Batangas, Philippines

0952 580 8130

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### SUMMARY

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A motivated, reliable and goal-oriented Human Resource Management graduate seeking opportunity to begin a meaningful career in a dynamic and supportive work environment. I am eager to apply my strong work ethic, adaptability, and willingness to learn in a role where I can contribute to team success while developing new skills and growing professionally.

### WORK EXPERIENCE

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#### JABEZ MEDICAL CENTER

January 2025 – April 2025

HR Intern

- Assisted with the analysis of payroll data to ensure accuracy and compliance with the company policies and regulations.
- Supported the recruitment team by scheduling and coordinating candidate interviews, thus contributing to the efficient and effective management of the hiring process.
- Maintained and updated employee records, ensuring data integrity and confidentiality in accordance with the HR best practice.

### EDUCATION

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#### Batangas State University TNEU – ARASOF Nasugbu

August 2021 – June 2025

BS in Business Administration major in Human Resource Management

- CUM LAUDE

#### Tuy Senior High School

June 2019 – July 2021

Academic Track: Accountancy Business, and Management Strand

- WITH HIGH HONORS

#### Jose Lopez Manzano National High School

June 2015 – April 2019

- WITH HONORS

### ADDITIONAL INFORMATION

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#### SKILLS:

- Organizational Skills
- Ability to contribute Effectively
- Attention to detail
- Adaptability
- Time Management
- Team Player
- Open for new ideas and willing to learn new ways of doing things