



Luzviminda Macusi

HUMAN RESOURCES MANAGER /
GENERAL VIRTUAL ASSISTANT

☎ +639952536215

✉ macusi.luzviminda@gmail.com

📍 Cubao Quezon City, Philippines

Dear Client,

In my pursuit of new opportunities, I was excited to learn that a position under your HR & Admin department has opened up for aspiring professionals.

My more than 10 years of experience in Human Resources and Admin has afforded me a well-rounded skill set and expertise that aligns well with the qualifications you are seeking for. I am adept in several functions of HR which includes but not limited to talent acquisition, employee relations, benefit administration, HR best practices and implementation.

During the progression of my career, I was a part international organizations that exposed me to different cultures and systems that honed my knowledge and skills in these areas:

- Establishing consistent and efficient talent acquisition structure
- Developing strategies to positively influence workplace relationships
- Designing effective performance management system
- Developing HR systems, policies and practices applicable to the organization

Kindly review my resume for additional details and I look forward to an opportunity to discuss how my experience and background will meet your needs and bring value to your team.

Kind Regards,

Luzviminda Macusi



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PROFILE

A passionate and self-motivated professional with success in boosting productivity and streamlining procedures for organizations.

Adaptive and deadline oriented consistently executes and completes multiple projects in high stress environments.

WORK EXPERIENCE

GENERAL MANAGER

Grape Expectations Pvt. Ltd. Maldives Feb 2020 - March 2022

- Maximized operational excellence mentoring personnel on management principles, industry practices and company procedures.
- Oversaw various departments to ensure productivity, compliance of the policies, develop targeted improvements and implement changes.

ADMINISTRATIVE/HR MANAGER

Grape Expectations Pvt. Ltd. Maldives Mar 2018 - Feb 2020

- Established work flow processes, monitored productivity and implemented modifications to improve overall performance of personnel.
- Communicated corporate objectives to various divisions to meet deadlines and adhere to company budgets.

OFFICE/HR MANAGER

Grape Expectations Pvt. Ltd. Maldives Mar 2017 - Mar 2018

- Lead and directed the overall functions of HR department
- Implemented project management techniques to overcome obstacles and increase team productivity

HUMAN RESOURCE OFFICER

Per Aquum Niyama Resort Maldives Aug 2015 - Mar 2017

HUMAN RESOURCE COORDINATOR

Grape Expectations Pvt. Ltd. Maldives Jul 2014 - Aug 2015

HUMAN RESOURCE OFFICER

Chicken Charlie Corporation Oct 2013 - Jul 2014

HUMAN RESOURCE OFFICER- UNIT HEAD

AAA & Trading Company Pvt. Ltd. Maldives Nov 2010 - May 2013

SHIFT SUPERVISOR

Pancake House Jan 2010 - Oct 2010

LEAD BARISTA (SHIFT SUPERVISOR)

The Coffee Bean & Tea Leaf Kuwait May 2007- May 2009

ASSISTANT STORE MANAGER

The Coffee Bean & Tea Leaf Philippines Aug 2005 - Jan 2007

BARISTA (BUDDY TRAINER)

The Coffee Bean & Tea Leaf Philippines Oct 2004 - Aug 2005

RECEPTIONIST/SERVER

Tavern on the Square Sep 2003 - Feb 2004

FOOD & BEVERAGE SERVER

Chateau 1771/Sidebar Cafe' Oct 2002 - June 2003



SKILLS

Project Management
Problem Solving
Conflict Resolution
Leadership
Decision making

EDUCATION HISTORY

BACHELOR IN BROADCAST COMMUNICATION

*Polytechnic University of the
Philippines*

1998 - 2002

CERTIFICATIONS & TRAININGS

CERTIFICATE IN STRATEGIC HUMAN RESOURCES PLANNING

De La Salle - College of Saint Benilde

2014

CERTIFICATE IN DEVELOPMENTAL TRAINING PROGRAMS

De La Salle - College of Saint Benilde

2014

CERTIFICATE IN COMPENSATION AND REWARDS MANAGEMENT

De La Salle - College of Saint Benilde

2014

CERTIFICATE IN PERFORMANCE MANAGEMENT

De La Salle - College of Saint Benilde

2016

CERTIFICATE IN FUNDAMENTALS OF DATA DRIVEN HR

Ateneo De Manila University

2020