

DANIELA P. CONCEPCION

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SUMMARY

Office Administration graduate with hands-on internship experience in various facets of Human Resources, including onboarding, records management, and employee engagement. Detail-oriented, people-focused, and passionate about fostering a positive and productive workplace culture.

PROFESSIONAL EXPERIENCE

Staff Domain Inc.

Sep 2024 - Jul 2025

Human Resource Intern

- Organized and supported diverse employee engagement initiatives to boost morale, strengthen collaboration, and promote a positive workplace culture. Tasks included creating publication materials, coordinating logistics, and liaising with vendors.
- Assisted in daily HR operations including onboarding calls, compensation and benefits processing (HMO and GLI enrollment), and employee relations tasks such as drafting NTEs, RTWOs, and NODs.
- Contributed to the onboarding portal revamp by helping update and restructure its content for improved clarity and usability.
- Participated in the Employee 201 Revamp Project focused on digitizing employee records and implementing a structured filing system. Supported file categorization efforts and helped train HR personnel on the new system.

LEADERSHIP EXPERIENCE

Philippine Association of Students in Office Administration - RTU (Boni)

2023 - 2024

3rd Year Representative

- Provide peer assistance and guidance and participate in student council meetings.
- Responsible for relaying announcements, updates, and important information to ensure clear and timely communication within our department.

SKILLS

Onboarding Support

Interpersonal Skills

Adaptability

Employee File Management

Time Management

Microsoft Office Suite

Event Coordination

Basic Labor Law Awareness

HRIS (ZOHO)

EDUCATION

Bachelor of Science in Office Administration

Aug 2021 - Jul 2025

Rizal Technological University

- Coursework emphasizes organizational efficiency, administrative support, and business operations.

ADDITIONAL INFORMATION

- Languages:** English and Filipino
- Certifications:** Customer Service NC II (TESDA) | 2023, Events Management Services NC III (TESDA) | 2024
- References** are available on request.