

# GINA M. MALATE

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## PROFESSIONAL SUMMARY

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Collaborative HR Practitioner with 9+ years of progressive experience in Human Resources, including 4-6 years in a Staffing/Agency setting. Focused on providing top-quality HR guidance to different Business Units and engages with Business Unit Leaders as their partner in delivering people and organizational agenda to ensure that they can efficiently deliver business goals and priorities, being fully aligned with the Institution's overall HR Strategy. Strong attention to detail and organizational skills with the ability to work independently and analyze complex situations.

## PROFESSIONAL EXPERIENCE

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### Manpower Philippines | HR Generalist II | May 2021 – present

Provide end-to-end HR Operations support to employees, line managers, and the local People and Culture team. Responsible for day-to-day HR functions including people relations and engagements, employee movements, talent management and employee life cycle (onboarding to offboarding), timekeeping, and other special projects - including but not limited to process improvements, policy changes etc.

- Collaborate with senior management to develop and implement HR strategies in alignment with organizational goal
- Assist in developing and executing personnel procedures and policies, providing guidance and interpretation for business operations
- Participate in the development of HR objectives and systems, including metrics, queries, and standard reports for ongoing company requirements
- Assist in administering benefits, engagement, and employee performance programs
- Suggest new procedures and policies to continually improve the efficiency of the HR department and organization, and to improve the employee experience
- Ensure legal compliance with HR state, regulations and applicable employment laws, and update policies and/or procedures as required
- Manage HRIS systems and databases to maintain accurate employee records and generate reports as needed.
- Monitor workplace safety practices and procedures to promote a safe and healthy work environment. Implement and enforce occupational safety and health regulations and standards.
- Maintain accurate employee records and documentation, including contracts, personnel files, etc.
- Ensure confidentiality and compliance with data protection regulations.
- Prepare paperwork, schedule, and facilitate smooth new hire onboarding process, coordinating with cross-functional departments to deliver an exceptional first-day experience
- Handle all administrative tasks for onboarding, new hire orientation, and exit interviews, including entering data into HR information systems and auditing for accuracy and compliance
- Provide an effective and dedicated HR advisory service to employees in relation to absence and health issues, conduct and capability, grievance matters, organizational change, and all other employee-relations matters
- Be the primary backup for payroll processing, including semi-monthly updates to employee files, bonus/incentive pay, tracking vacation/sick leaves, importing expense reimbursements, inputting exceptions, and benefit changes
- Assist in the communication and upkeep of employee handbook, employee directory, and organizational chart, and contribute to the development of policies.

**Prople BPO Inc. | HR Generalist | March 2020 – August 2020**

Responsible for Recruitment (full cycle), Off-boarding, Employee Relations, Data Management. Support and Collaborate with different business units for employee engagement activities. Ensure complete of data on the company used HRIS and maintain accuracy of the data

**Alternatives Food Corporation | HR & Admin Officer | August 2018 – March 2019**

Support the management on all daily HR functions in the area of recruitment, employee relations, timekeeping, payroll, documentation and record keeping, performance management, facilitating people and culture activities and company events

**Customthread Inc. | HR Officer | November 2017 – August 2018**

Involved in planning and facilitation of people and culture activities/programs. Handling Employee Grievances by giving/conducting formal and informal counselling. Rewards Administration. Full cycle recruitment. Timekeeping and Payroll. Administration and Maintenance of the company's HRIS tool and other job posting platforms.

**Proserve Multi Resources Specialists, Inc. | HR Specialist & Account Management  
June 2013 – July 2017**

Recruits to help affiliated clients to supply their manpower needs. Worked with the management to create HR policies and procedures and improves company systems and practices. Conducts regular quality check of existing HR data in the system to ensure accuracy and completeness of data. Perform other task/duties on the field of employee relations, performance management, employee engagement and full cycle recruitment.

**Bernardino General Hospital | HR Assistant | March 2012 – January 2013**

Fulfil a broad range of HR functions, including recruiting and sending employees for outside training, employee relations, and managing HR records and data.

**EDUCATION**

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**Bachelor of Science in Psychology, University of Calocan City | 2011**