

GINA M. MALATE, RPm, CHRP®

Mobile: 0921-6459-099 | Email: jeinamalate@gmail.com

Malabon City

PROFESSIONAL SUMMARY

HR Business Partner with 9+ years of progressive experience in human resources, including extensive exposure in staffing and BPO environments. Skilled in employee relations, performance management, talent management, and full employee lifecycle support. Experienced in partnering with business leaders to align HR strategies with organizational goals, improve employee engagement, and drive operational efficiency. Strong background in handling complex employee relations cases, policy implementation, and process improvement initiatives.

CORE COMPETENCIES

HR Business Partnering | Employee Relations | Labor Law & Compliance | Performance Management | Talent Management | Employee Engagement | Recruitment (Full Cycle) | HR Operations | Stakeholder Management | Policy Development | Process Improvement

PROFESSIONAL EXPERIENCE

Staff Domain Inc. | HR Business Partner | June 2024 – Present

- Partner with business leaders to provide strategic HR guidance aligned with business goals.
- Manage employee relations cases, including grievance handling and conflict resolution.
- Support talent management initiatives, including performance management and employee development.
- Oversee onboarding and offboarding processes for contractors and employees.
- Contribute to policy review, implementation, and HR process improvements.
- Lead and support HR projects and initiatives to enhance employee experience and operational efficiency.

ManpowerGroup Philippines | HR Generalist II | May 2021 – June 2024

- Delivered end-to-end HR operations support across employee lifecycle.
- Handled employee relations, engagement, and labor concerns.
- Managed employee movements, timekeeping, and HR documentation.
- Led process improvement and automation initiatives.
- Partnered with stakeholders to support business and HR objectives.

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

- Managed full-cycle recruitment, onboarding, and offboarding.

- Supported employee relations and engagement initiatives.
- Maintained HRIS data accuracy and reporting.

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

- Supported recruitment, payroll, timekeeping, and employee relations.
- Facilitated engagement activities and company events.
- Maintained HR records and compliance documentation.

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

- Handled employee grievances and counseling.
- Managed recruitment, payroll, and HRIS administration.
- Facilitated engagement programs and rewards administration.

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

- Managed recruitment and client account support.
- Assisted in policy development and HR system improvements.
- Conducted HR data audits and ensured accuracy.
- Supported employee relations and performance management initiatives.

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

- Supported recruitment, training coordination, and employee records management.
- Assisted in employee relations and HR administrative functions.

EDUCATION

Bachelor of Science in Psychology | University of Caloocan City | 2011