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## Education

- 2012 - 2017 De La Salle University of Manila, BS-Psychology
- 2008 - 2012 O.B. Montessori Center Incorporated, High School
- 2002 - 2008 O.B. Montessori Center Incorporated, Grade School

## Work Experience

- **People Success Partner – Staff Domain PH**  
(May 2026 – Present)
  - Supported the delivery of core human resources functions, including employee relations, recruitment, onboarding, performance management, compensation and benefits, and HR administration.
  - Assisted in the implementation and continuous improvement of HR policies, procedures, and programs to support organizational goals and operational effectiveness.
  - Maintained accurate employee records, HR documentation, and personnel data while ensuring confidentiality and compliance with company policies and applicable regulations.
  - Coordinated employee lifecycle activities, including onboarding, engagement initiatives, performance reviews, and offboarding processes.
  - Prepared HR reports, monitored workforce data, and supported management with information necessary for decision-making and workforce planning.
  - Collaborated with internal stakeholders to support business operations and enhance the overall employee experience.
  - Act as the first point of contact for complex employee relations issues, providing guidance to managers and ensuring fair and consistent application of policies before escalating to People Shared Services.
- **Senior People Business Partner – MicroSourcing Philippines, Inc.**  
(March 17, 2025 – April 2026)
  - Strategic Alignment: Develop a deep understanding of the assigned business unit's strategy, goals, and key performance indicators (KPIs). Translate these business priorities into a people strategy that supports growth and agility.
  - Policy Implementation: Lead the localized rollout and consistent application of new HR projects, policies, and processes designed by the People Strategy team.
  - Change Management: Serve as a trusted advisor and facilitator for change initiatives, guiding managers and employees through transitions such as restructurings or new process implementations.
  - Employee Relations (First-Level Resolution): Act as the first point of contact for complex employee relations issues, providing guidance to managers and ensuring fair and consistent application of policies before escalating to People Shared Services.
  - HR Service Delivery: Serve as the primary liaison between the business unit and the People Shared Services team, ensuring seamless and efficient delivery of all transactional HR services.
- **Human Resources Business Partner – Transcom Philippines**  
(March 1, 2022 – March 16, 2025)
  - Assist and guide operations leaders on the disciplinary process of the Company.
  - Provide weekly updates on HR related cases.
  - Conduct discussions with employees who raised concerns when it comes to their employment.
  - Handles and monitors the compliance of DOLE Labor cases.
- **Human Resources Officer – Employee and Labor Relations - Robinsons Handyman, Inc.**  
(August 2021 – February 28, 2022)
  - Handles and monitors the processing of employee disciplinary cases.
  - Handles and monitors the compliance of DOLE inspections and Labor cases.
  - Evaluates the concerns of employees conducted in exit interviews and suggests action plans.
  - Assists in facilitating Company related events.
- **Human Resources Specialist – Employee and Labor Relations - Robinsons Handyman, Inc.**

(August 2019 – August 2021).

- **Human Resources Specialist – Talent Acquisition** - Robinsons Handyman, Inc.  
(July 2018 – August 2019)
  - Handles the end to end recruitment process of both Head Office and Store Operations manpower requests,
  - Monitors the employment status of newly hired employees.
- **Human Resources Assistant – Talent Acquisition** - Robinsons Convenience Stores, Inc. (April 2017 – July 2018)

#### **Additional Skills and Achievements**

- Confident in handling Microsoft Office applications
- Able to memorize scripts of writing easily.