



Jewelle Marie Castillo

Human Resource Intern

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WORKING EXPERIENCE

Human Resource Coordinator Intern

- Assist in recruitment efforts, including posting job ads, screening resumes, and scheduling interviews.
- Maintain employee records and update HR databases with new hire information, leaves, and other changes.
- Support onboarding and orientation processes for new employees.
- Help coordinate training sessions, meetings, and HR events.
- Prepare HR-related reports and documents as needed.
- Assist in enforcing company policies and ensuring compliance with labor laws.
- Provide general administrative support to the HR team.

Lead Generation Intern

- Collaborate with marketing and product teams to support campaign planning and customer targeting.
- Conduct market research using surveys, interviews, and online sources.
- Help identify opportunities for business growth based on data insights.

Admin Support Intern

- Assist with filing, data entry, and document management
- Help coordinate meetings, prepare agendas, and take minutes
- Support internal communication and scheduling tasks
- Manage incoming and outgoing correspondence (emails, phone calls, mail)
- Maintain office supplies and assist with inventory tracking
- Perform other administrative duties as assigned by supervisors

Tools That I Use:

Zillow

Redfin

Google Workspace

Google Excel

Manta

Yellow Pages

Google Chats

Jitsi Meet

Google Suites

PERSONAL BACKGROUND

Age : 27 years old

Residence : Solo Mabini Batangas

Nationality : Filipino

Religion : Roman Catholic

EDUCATIONAL BACKGROUND

ELEMENTARY : SOLO ELEMENTARY SCHOOL

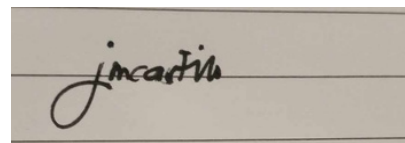
HIGH SCHOOL : MABINI NATIONAL HIGH SCHOOL

COLLEGE : BATANGAS STATE UNIVERSITY
(BACHELOR OF SCIENCE -IT)

CHARACTER REFERENCES:

Angeli Giango (09199032025)

Janelou Ulep

A rectangular box with a light beige background and horizontal lines. Inside the box, the name 'jincartin' is written in a cursive, handwritten style in black ink.