ARA MARI KRISTEN GUNDAYA GARCIA

HR Professional. AI-Powered Workflows Built from Scratch

Cagayan de Oro City, Philippines (GMT+8)

SUMMARY

I'm an HR Professional with 6+ years across corporate and government HR, supporting HR operations for 600+ employees along the way. On my own initiative, I've built sample recruitment workflows using Systeme.io and Hostinger, including an applicant pipeline with automated email sequences, and I've presented that work directly in interviews to show how I think about process. I'm well suited to founders/owner-led businesses who want an HR who thinks in systems, not just admin.

PROOF OF IMPACT

→ **Facilitate** hiring of remote workers for client businesses of a Singapore-based growing start-up company, managing roles that averaged 98 applications per week. Closed 15 confirmed hires across the business over 8 months.

→ **Flagged** one hire early for leadership potential. She passed probation in 2 months and was promoted to Head of Content.

→ **Built** a Recruitment SOP, onboarding checklist, and Performance Management System from zero, the first HR infrastructure the business had.

→ **Given** a draft Content Marketing Intern role for a client with no clear scope, identified the real minimum requirement: someone who could shoot, edit, and post content. Hired May 2026, still active on the account.

→ **Built** a sample recruitment pipeline with automated applicant email sequences in Systeme.io and Hostinger on my own initiative, and have presented it in interviews to show how I approach process design.

WHERE I FIT

General HR - employee records, policy drafting, payroll preparation, performance frameworks, day-to-day HR administration

Employee Relations - first point of contact for concerns and complaints (calls, in-person, chat); resolve routine matters directly, escalate complex ones to HR management

Recruitment & Hiring - job analysis, JD writing, multi-channel sourcing, Manatal ATS pipeline management, reference and background checks, offer-stage support

Compliance & Documentation - employment contracts, onboarding/offboarding paperwork, SOP creation, employee files, regulatory reporting

Systems & Workflow Building - Systeme.io and Hostinger; self-initiated sample recruitment pipeline with automated applicant email sequences

Tools - Manatal ATS · Google Workspace · Calendly · Canva · Systeme.io · Hostinger · Claude AI

EXPERIENCE

HR Generalist · Industry Titans Pte. Ltd., Singapore (Remote, Independent Contractor) *(Feb – Sep 2026)*

- Owned end-to-end recruitment for a remote-first team: job analysis, JD writing, multi-channel posting, screening, interviewing, background checks, contracts, onboarding.
- Built the company's first Recruitment & Hiring SOP, onboarding checklist, and Performance Management System, all from zero.
- Served as first point of contact for employee concerns during a team retreat, resolving what I could and escalating the rest.

HR & Recruitment Officer · DA Wise VA (Remote, Internship) *(Dec 2025 – Jan 2026)*

- Ran full recruitment cycles independently: sourcing, screening, interviews, background checks, contracts, onboarding handoff.
- Built candidate pipelines through LinkedIn, Facebook, and Threads at low cost.

Administrative Assistant I — HR & Operations · Department of Health, Center for Health Development (Northern Mindanao, PH) *(Feb 2023 – Dec 2025)*

- Supported HR and admin operations for a regional government office of 200+ employees under strict audit standards.
- Maintained employee records, time records, and HR documentation; processed onboarding, offboarding, and payslips on schedule.
- Coordinated travel orders, approvals, and payroll preparation; assisted with leave and accommodation requests.

Human Resources Associate · Limketkai Hotel and Resorts Corporation, Philippines *(Aug 2022 – Jan 2023)*

- Sourced candidates across LinkedIn, JobStreet, Indeed, and Facebook for frontline and corporate roles.
- Screened resumes, conducted initial interviews, and coordinated scheduling to keep pipeline velocity high.
- Maintained recruitment trackers and supported bi-monthly payroll preparation and benefits compliance.
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Customer Service Representative — Hospitality · Teleperformance Philippines *(May 2021 – Jul 2022)*

- Handled ~60 outbound calls daily, resolving inquiries and guiding reservations and loyalty enrollment.
- Maintained accurate CRM records while consistently meeting QA and satisfaction targets.

Human Resources Assistant · Bluesky Group of Companies, Philippines *(Jul 2019 – Jan 2020)*

- Monitored attendance and compliance for 100+ employees; prepared payroll accurately and on time.
- Generated compliance reports and supported disciplinary processes and government contribution reporting.

Human Resources Assistant · Sanford Marketing Corporation, Philippines *(Jan 2018 – Jan 2019)*

- Supported sourcing and screening for high-volume hiring; conducted new-hire orientations.
- Processed payroll for 300+ employees and maintained data integrity across the payroll system.

EDUCATION

Bachelor of Arts in Psychology, Central Mindanao University, Philippines — 2017

AVAILABILITY

Full-time, part-time, project-based, or fractional. Comfortable with occasional calls tied to employee relations or coordination; prefers roles where high-volume candidate interviewing is not the core function.

REFERENCE

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