CAMILLE MARGARET VIDEÑA

HR ASSOCIATE / ADMIN ASSISTANT / LEAD GENERATION

CONTACT

Silang, Cavite, Philippines

SUMMARY

Experienced professional with a strong background in lead generation and human resources. Skilled in sourcing and nurturing leads while also managing HR functions such as candidate interviewing, onboarding, performance reviews, and project assignment. Organized, people-focused, and results-driven, with a proven ability to support both growth and team development across dynamic work environments.

SKILLS

- Technical Support & Customer Service
- Candidate interviewing & onboarding
- Performance reviews & team support
- Project assignment & coordination
- CRM & HRIS proficiency
- Communication & multitasking skill

EDUCATION

CAVITE INSTITUTE

SECONDARY

2002 - 2006

IMUS COMPUTER COLLEGE

TERTIARY

2017 - 2018

WORKING EXPERIENCE

HUMAN RESOURCES / ADMIN ASSISTANT (REMOTE)

2023 - 2026

- Results-driven Human Resources professional with 3 years of experience in recruitment, employee relations, talent management, and executive support. Skilled in conducting interviews, coordinating onboarding processes, managing schedules and communications, handling performance reviews, and supporting daily business operations.
- Demonstrated ability to provide high-level executive support, coordinate cross-functional operations, maintain confidentiality, and manage priorities effectively in high-pressure work settings.

CONTACT MANAGER / LEAD GENERATION / ADMIN (REMOTE)

2019 - 2023

- Versatile professional with 4 years of experience in lead generation and human resources. Skilled in candidate interviews, onboarding, performance reviews, and project delegation. Proven ability to drive growth, support team development, and manage tasks efficiently in fast-paced environments.

BUSINESS PROCESS OUTSOURCING

2012 - 2019

- Experienced BPO professional with a background in technical support and customer service. Skilled in resolving technical issues, handling high-volume inquiries, and delivering excellent customer experiences. Adaptable, fast learner, and committed to quality service and client satisfaction.