JHON RAFAEL B. GARCIA

General VA | HR & Recruitment Support

PROFESSIONAL SUMMARY

Administrative and HR support professional with experience in documentation, recruitment coordination, employee records, timekeeping, communication, and digital productivity tools. Skilled in managing confidential information, maintaining organized records, coordinating tasks, and supporting day-to-day administrative workflows. Brings additional experience in influencer marketing, creator outreach, campaign coordination, and digital content support. Proficient in Google Workspace, Microsoft 365, communication platforms, Canva, and AI-powered productivity tools, with a strong focus on accuracy, organization, and timely execution.

KEY SKILLS

Administrative Support | Email & Inbox Management | Calendar Management | Recruitment Coordination | Candidate Screening | Interview Scheduling | HR Documentation | Employee Records Management | Timekeeping & Attendance | Data Entry & Record Maintenance | Document Management | Customer & Candidate Communication | Task Coordination | Confidential Information Handling | Google Workspace | Microsoft 365

PROFESSIONAL EXPERIENCE

Human Resource Associate

Remotely Philippines | July 2026 - October 2026

- *Managed end-to-end recruitment activities, screening and evaluating 100+ applicants, conducting initial interviews, coordinating technical interviews, and endorsing qualified candidates to the operation managers to support timely hiring requirements.*
- *Sourced and engaged candidates by cross-posting job vacancies across multiple recruitment platforms, proactively contacting applicants, maintaining talent pipelines, and coordinating pre-employment assessments and requirements.*
- *Maintained accurate and confidential applicant and employee records, recruitment trackers, examination results, and HR documentation while ensuring timely updates and organized personnel information.*
- *Supported employee engagement initiatives and HR programs by coordinating internal activities, employee communications, recognition efforts, celebrations, and engagement-related events to promote positive employee experiences and workplace morale.*

Industrial Internship - Human Resource Associate (300 hours)

Mary Mediatrix Medical Center | June 2025 - August 2025

- *Assisted in recruitment and onboarding processes, screening 50+ applications and coordinating interviews to support timely hiring needs.*
- *Maintained and updated employee records and HR databases, ensuring 100% accuracy and confidentiality of 1000+ personnel files.*
- *Supported payroll and attendance time tracking of 1000+ employees by organizing timesheets and verifying data, reducing discrepancies and improving reporting efficiency.*
- *Facilitated employee engagement and administrative tasks, coordinating internal communications and assisting in HR activities within a 300-hour rotation.*

Clinical Internship - Psychology Trainee (150 hours)

National Center for Mental Health - Mandaluyong | February 2026 - March 2026

- *Conducted mental status examinations and assisted in psychological assessments for 6 service users, ensuring accurate documentation and adherence to clinical protocols.*
- *Facilitated patient intake, observation, and case documentation for 6 different cases, improving organization and accessibility of clinical records for the team.*

- *Collaborated with a multidisciplinary team of mental health professionals, maintaining clear communication and completing assigned tasks within strict timelines across a 150-hour clinical rotation.*

Educational Internship - Admission, Guidance and Counseling Trainee (150 hours)
Lipa City Colleges | December 2025 - January 2026

- *Provided administrative support to the admissions and guidance office, handling student inquiries and processing 50+ application documents with accuracy and timeliness.*
- *Maintained and organized student records and databases, ensuring up-to-date documentation and improving retrieval efficiency for student files.*
- *Assisted in coordinating counseling sessions and academic-related activities, managing schedules and supporting 20+ student engagements within set timelines.*
- *Facilitated communication between students, parents, and staff, responding to inquiries and ensuring clear, professional information delivery across multiple channels.*

Influencer Marketing Specialist
DigiPixies Digital Marketing Services | March 2020 - December 2023

- *Managed influencer outreach campaigns across TikTok, Facebook, and Instagram, coordinating with 100+ content creators and increasing campaign engagement rates by 45%.*
- *Developed and maintained influencer tracking databases, monitoring 100+ partnerships and improving response turnaround time by 100%.*
- *Coordinated brand collaborations, product shipments, and campaign schedules for multiple influencer activations with zero missed deadlines across 20+ campaigns.*
- *Analyzed social media performance metrics and campaign insights, identifying high-performing content strategies that boosted audience reach by 60%.*

TECH PROFICIENCY

Productivity & Admin: *Google Workspace (Gmail, Google Docs, Google Sheets, Google Slides, Google Drive, Google Calendar), Microsoft 365 (Outlook, Outlook Calendar, Word, Excel, PowerPoint*)
Communication & Collaboration: *Microsoft Teams, Zoom, Google Meet, WhatsApp*
AI Tools: *ChatGPT, Google Gemini, Grammarly, QuillBot*
Design & Content: *Canva, CapCut*

EDUCATION

Bachelors of Science in Psychology | Cum Laude
First Asia Institute of Technology and Humanities | Tanauan City, Philippines | 2026

Accountancy, Business, and Management | With High Honors
LCC Silvercrest | Lipa City, Philippines | 2022

CERTIFICATIONS

- *Certified Mental Health First Responder- Mental Health First Response - 2026.*

LANGUAGES

English: *Professional*
Filipino: *Native*