MARVIE PATIO

Cavite, Philippines | linkedin.com/in/marviepatio | behance.net/marviepatio

Human Resources professional with 3+ years of experience in HR operations, talent acquisition, recruitment coordination, HRIS, and employer branding. Psychology graduate experienced with Workday, UKG Ready, and ATS processes. Recognized for strong organizational skills, attention to detail, and delivering an excellent candidate experience.

PROFESSIONAL EXPERIENCE

Human Resources Student Assistant II | Polynesian Cultural Center – Hawaii *Aug 2023 – Apr 2026*

- Supported recruitment activities, interview scheduling, and candidate check-ins in a high-volume HR department.
- Maintained confidential employee records using Workday and UKG Ready while ensuring data accuracy and compliance.
- Created recruitment materials and internal communications to support employer branding initiatives.
- Coordinated HR documentation and administrative processes for efficient daily operations.
- Assisted HR leadership with employee records, reporting, and office coordination.

Junior UI/UX Designer | CRO by Convertica *May 2021 – Aug 2022*

- Designed user-friendly landing pages using Figma and Adobe XD.
- Improved conversion rates through user research and design optimization.
- Collaborated with cross-functional teams to deliver business-focused design solutions.

Social Media Manager | SEOP Asia Inc. *Jan 2014 – Dec 2019*

- Managed corporate content calendars and published across multiple digital platforms for consistent audience engagement.
- Handled community interactions and monitored analytics data to improve content performance over time.
- Coordinated with internal teams to align social media output and creative assets with company-wide campaigns.

EDUCATION

- **B.S. in Psychology** | Brigham Young University – Hawaii *2022 – 2026*

SKILLS

- **HR & Operations:** Talent Acquisition, Applicant Tracking Systems (ATS), HR Marketing, Candidate Management, Compliance Documentation, Data Entry, Office Coordination.
- **Design & Digital Tools:** Canva, Figma, Adobe XD, Adobe Illustrator, Google Workspace, Microsoft Office, Workday, UKG Ready.
- **Languages:** English (Proficient), Tagalog (Native), Cebuano (Proficient).
- **Core Strengths:** Remote Team Productivity, Strong Attention to Detail, Adaptability, Independent Problem Solving.