

## Education History

### LA MAREA ACADEMY

- Class of 2007
- -Member of the student council from grade 3 to grade 6

### UNIVERSITY OF BAGUIO

- Class of 2012

### UNIVERSITY OF BAGUIO

- Class of 2020
- Bachelor of Science Major in Psychology

## Work Experience

### CUSTOMER SERVICE

#### REPRESENTATIVE

##### **Teleperformance Baguio**

- 2015-2016
- Processed payments, deferments and forbearances for student loans from the United States.

### CUSTOMER SERVICE

#### REPRESENTATIVE

##### **Sitel Baguio**

- 2016
- Answered product information and store locations.

### ADMINISTRATIVE ASSISTANT

#### **A.F FERNANDEZ REALTY &**

##### **DEVELOPMENT CORP**

- 2019-2021
- Worked part-time in our family corporation that is based in Dagupan City. Was in charge of monitoring some of our properties and products.



# James Richard F. Casiño

A Recruitment Manager that has a hands-on experience regarding administrative tasks, recruitment process, and training new hired employees. Looking for better opportunities to grow and learn new skills. I am also a mental health Motivational Speaker and Advocate

## Expert Skills

Problem-solving abilities ●●●●●


Public Speaking ●●●●●


Computer Skills ●●●●●

Human Relations ●●●●●

## Contact Info

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 20 L. Torres St. Middle Quezon Hill, Baguio City, Benguet 2600

## Seminars attended with certificates

1. HIGH-QUALITY PROFESSIONAL RELATIONSHIP
2. CRASH COURSE IN GUIDANCE AND COUNSELING
3. MENTAL HEALTH FOR STUDENTS MENTAL HEALTH FOR FRONT LINERS
4. MENTAL HEALTH: LESSONS FROM THE MASTERS
5. QUALITY OF LIFE IN TIMES OF CRISIS
6. WHY GIVERS SUCCEED
7. LANGUAGE OF APOLOGY TELEPSYCHOLOGY AMIDST THE COVID-19 PANDEMIC
8. TAKING CARE OF YOUR MENTAL HEALTH AMIDST THE COVID-19 PANDEMIC
9. PSYCHOLOGICAL FIRST AID
10. KAILAN TAMA ANG MALI? TENSIONS IN FAMILIAL RELATIONSHIPS AMIDST THE PANDEMIC.
11. DEALING WITH GAMING AND SOCIAL MEDIA ADDICTION FOR A BETTER TOMORROW
12. MENTAL HEALTH FOR STUDENTS
13. HIGH QUALITY PROFESSIONAL RELATIONSHIPS

## Work Experience

### CUSTOMER SERVICE REPRESENTATIVE

#### ***IHG Baguio***

- Aug 1, 2021- Oct 31, 2021
- Processed hotel reservations for Intercontinental and Kimpton hotels.

### RECRUITMENT/TRAINING MANAGER

#### ***Callcentris/Medisource LLC***

- Nov 3, 2021- Present
- Identifying a new vacancy.
- Planning your approach.
- Writing a job description.
- Conduct applicant screening.
- Conduct final interviews.
- Update recruiting procedures or create new procedures.
- Supervise the recruiting team.
- Search for and enforce new sourcing methods to find job candidates.
- Suggest ways to improve the employer's brand.
- Compiling a job description and a person specification.
- Shortlisting applicants.
- Prepare Contractual Documentation.
- Commencement of Employment.
- Keep track of our ATS and HRIS system.
- Training and leadership development.
- Evaluating various ways to lessen our company's employee retention.

# Affiliations

**Junior Chambers International**

**2020**

**Chapter: JCI Dagupan, Inc**

**-Project chairman for Mind in U**

**-2022 Director for International Relations.**

**2022**

**-Member at JCI Baguio**

**2023 - Local Skills Development Director**

**The Fraternal Order of Eagles –**

**(Philippine Eagles)**

**Club:**

**Officer at Dagupan City Finest Eagles**

**-Alt Regional Assemblyman**

**Officer at The Fraternal Order of Eagles**

**– Northern Luzon Region V**

**-Comelec Member**

# Spearheaded talks and Seminars

**I'm currently the project chairman of Mind in U. A project that our organization launched. The project started last 2020 and since then I have been doing talks about mental health around JCI chapter in the Philippines and abroad. The project also won an award during JCI Area One Uno Awards and was qualified in (ASPAC) JCI Asia Pacific Awards.**

**1. SPEAKER: MIND IN U (MIND WHAT MATTERS) CONDUCTED AT DAGUPAN CITY WITH JCI DAGUPAN INC.**

**2. SPEAKER: MIND IN U (MIND WHAT MATTERS) CONDUCTED AT SALAPINGAO ELEMENTARY SCHOOL, DAGUPAN CITY WITH JCI DAGUPAN INC.**

**3. GUEST SPEAKER: SALUT-AT NI AYAT: COVID-19 AWARENESS, MENTAL HEALTH AND COPING IN THE NEW NORMAL WITH JCI CANDON GOLD LEAF AND JCI DAGUPAN INC.**

**4. SPEAKER: MIND IN U CONDUCTED VIA ZOOM WITH JCI CANDON GOLD LEAF, JCI TUGUEGARAO MAKASTA, JCI MABALACAT MALASTA, JCI PARAÑAQUE ASINDERAS, JCI SANTIAGO DIAMOND, JCI TANAUAN PASAKA, JCI SAN PABLO 7 LAKES, AND JCI DAGUPAN INC.**

**5. MENTAL HEALTH SPEAKER: FOR HEALING YOUR MIND BEHIND BARS WITH JCI BAGUIO, JCI DAGUPAN, JCI BAGUIO SUNFLOWER, JCI CANDON GOLD LEAF, JCI BAUANG FRUIT BASKET, AND JCI NAGUILIAN BASI.**

**6. SPEAKER: MIND IN U (SUGAKOD PARA SA KALIPAY) MULA ILOCOS HANGGANG JOLO WITH JCI CANDON GOLD LEAF, JCI MANDAUE, JCI DAGUPAN INC, AND JCI JOLO.**

**7. SPEAKER: MIND IN U WITH JCI INDIA AND JCI DAGUPAN INC**

**8: SPEAKER: MIND IN U WITH JCI KOREA AND JCI DAGUPAN INC**

**9. SPEAKER: STOMP OUT STIGMA, COPING UP WITH MENTAL HEALTH**

**10. SPEAKER: BEYOND PRISON WALLAT BJMP DAGUPAN CITY**

**11. TURNING SOMETHING NEGATIVE TO POSITIVE**

**12. MOTIVATIONAL SPEAKER AT FOOD AND DRUG ADMINISTRATION EVENT**