

KATHRYN JEAN B. CRISOSTOMO, RPm

Human Resources Officer | Administrative Operations

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Consistently elevates organizations by optimizing HR operations, strengthening accountability, and delivering strategic workforce solutions that directly support executive leadership and business growth. Recognized for transforming systems, enhancing employee engagement, and building high-performing, compliant, and future-ready workplaces.

AREA OF EXPERTISE

PROFESSIONAL SKILLS

Human Resources Management | Talent Acquisition & Recruitment | Employee Relations Management | Labor Law Compliance | Performance Management Payroll Administration Compensation & Benefits Administration | Organizational Development | Workforce Planning Training & Development | Employee Engagement | Policy Development & Implementation | Conflict Resolution Workplace Investigations | Grievance Handling | Strategic Planning | Academic Administration | Government Compliance | Stakeholder Management

TECHNICAL SKILLS

Microsoft Office 365 | Google Workspace | Records Management Systems | Data Management & Reporting | Canva | CapCut | Microsoft Teams | Zoom | Document Control & Digital Filing Systems

PROFESSIONAL EXPERIENCE

Human Resource Officer, Jesus Is Lord Colleges Foundation, Inc.

Apr. 2025 - Present

Supported the institution's mission of producing character-driven leaders equipped to meet global challenges by managing human resource functions that foster workforce excellence, regulatory compliance, employee engagement, and organizational effectiveness.

- **HR Operations:** Managed core HR functions, including recruitment, onboarding, employee relations, payroll coordination, benefits administration, records management, and policy implementation.
- **Talent Acquisition:** Led recruitment and selection activities for academic and non-academic positions, supporting workforce placement and staffing requirements across departments.
- **Employee Relations:** Handled employee concerns, grievance matters, disciplinary documentation, workplace investigations, and employee accountability processes in compliance with institutional policies and labor standards.
- **Payroll and Compliance:** Coordinated attendance monitoring, payroll-related activities, leave administration, government-mandated benefits, and employment documentation to support accurate and compliant HR operations.
- **Policy and Process Improvement:** Developed HR forms, procedures, reports, and documentation systems to strengthen operational efficiency, accountability, and executive decision-making.
- **Executive Reporting:** Prepared HR reports, workforce analytics, and management recommendations for senior leadership, including the Vice President for Administration.

College Lecturer, Jesus Is Lord Colleges Foundation, Inc.

Jul. 2022 – Jun. 2025

Engaged by a private higher education institution to deliver quality instruction, support academic development, and contribute to the formation of character-driven students prepared for professional and global challenges.

- **Instructional Delivery:** Taught undergraduate Psychology, Educational Psychology, Christian Ethics, Science, Technology and Society, and related courses using classroom, online, and blended learning modalities.
- **Curriculum and Assessment:** Developed syllabi, examinations, instructional materials, learning activities, and assessment tools aligned with academic standards and student learning outcomes.
- **Student Development:** Provided academic advising, mentoring, and developmental support to help students improve academic performance, career readiness, and personal growth.
- **Academic Compliance:** Supported accreditation preparation, academic documentation, quality assurance initiatives, and departmental compliance requirements.
- **Instructional Improvement:** Contributed to curriculum enhancement, assessment development, and instructional innovation to improve student engagement and learning effectiveness.

Senior High School Guidance Associate, Jesus Is Lord Colleges Foundation, Inc.

Jun. 2017 – Mar. 2022

Appointed by a private educational institution to support student well-being, character formation, academic success, and career development through counseling, guidance services, and psychosocial support programs.

- **Student Support Services:** Provided counseling, career guidance, academic advising, crisis intervention, and psychosocial support to senior high school students.
- **Psychological Assessment:** Administered and assisted in psychological testing, student assessment, profiling, and interpretation to support student development and intervention planning.
- **Guidance Program Development:** Coordinated guidance programs, mental health initiatives, career planning activities, and student development interventions.
- **Stakeholder Collaboration:** Worked closely with administrators, faculty, parents, and students to address academic, behavioral, emotional, and developmental concerns.
- **Records Management:** Maintained confidential student records, guidance documentation, program reports, and assessment files in compliance with institutional policies.

EDUCATION

Master of Arts in Psychology, St. Dominic College of Asia

Bachelor of Science in Psychology, Bulacan State University

CERTIFICATIONS

Registered Psychometrician (RPm), Professional Regulation Commission

International Seminar on Leadership & Office Administration, CPDCFT Training Center

Career Development and Office System Administration in Schools, CPDCFT Training Center

Certified Mental Health Advocate, Transformational & Metaphysical Training and Development Services

Diploma in Counseling and Psychotherapy, Level 3, Lead Academy

Child Development Psychology, Level 4, Lead Academy



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