

# DOMINIQUE S. TOMAS

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## Picture Guidelines:

- 2x2, white background
- Wearing business attire
- Don't use your graduation picture
- Use actual photo

## OBJECTIVE

To obtain a full-time position in Human Resource as Recruitment Associate.

## EDUCATION

University of Santo Tomas, España, Manila, Philippines  
Bachelor of Science in Psychology  
June 2011- May 2015  
*Magna Cum Laude*

University of Santo Tomas High School, España, Manila, Philippines  
June 2007- March 2011  
*Salutatorian*

## WORK EXPERIENCE

**On-the-Job Trainee**, Colegio de San Juan de Letran, Intramuros, Manila  
August 2014- November 2014

- Assisted in the administration and scoring of psychometric tests
- Facilitated group dynamics during group guidance sessions

**On-the-Job Trainee**, Philippine Mental Health Association, East Avenue, Quezon City  
May 2014 – June 2014

- Conducted intake interviews to clients
- Administered projective tests among clients

**On-the-Job Trainee**, Unilever Philippines, Bonifacio Global City, Taguig City  
March 2014 – April 2014

- Proposed an automated scheme for the medical benefit of employees
- Assisted in the conduct of training and development programs for new employees
- Interviewed job applicants
- Devised an efficient filing system for the data of the employees

## CO-CURRICULAR ACTIVITIES

### Psychological Association of the Philippines Junior Affiliates

**External Vice-President**, June 2014 - March 2015

- Spearheaded the PAPJA National Quiz Bee 2013
- Organized a fun-run supporting mental health awareness advocacy

### Psychological Society, University of Santo Tomas

**Treasurer**, June 2013- March 2014

- Expertly managed cash funds and flow garnered from membership fees
- Actively attended weekly meetings, sharing information with peers about opportunities and activities in the organization

## **EXTRA-CURRICULAR ACTIVITIES**

**Red Cross Youth Council**, College of Science, University of Santo Tomas  
Staffer, June 2011- May 2012

- Headed the Stress Management Seminar 2012

## **AWARDS RECEIVED**

**Quezon Leadership Award**, UST, Manila, March 2015

## **COMMUNITY ENGAGEMENT**

**Volunteer, Medical Mission at Sitio Malasa, Bamban, Tarlac**, UST Simbahayan  
October 2014

## **TRAININGS/SEMINARS ATTENDED**

*Career Seminar for Graduating Students*, Counseling and Career Center, College of Science, UST,  
October 23, 2014

*Labor Education Seminar for Graduating Students*, Department of Labor and Employment, October  
23, 2014

*Trends in the Recruitment Process*, Counseling and Career Center, University of Santo Tomas,  
August 2013

*Psychological First-Aid Training*, Philippine Mental Health Association, May 2013

## **ACADEMIC PROJECTS**

*Beliefs as Predictors of Burnout and Work Engagement among University Employees*, UST Psychology  
Department, February 16, 2015

## **SKILLS & ABILITIES**

- Computer: Microsoft Office, Adobe Photoshop, Blackboard Learning Management System
- Social Media Applications: Facebook, LinkedIn, Instagram, Twitter
- Oral and Written Communication in English, Filipino, Basic Spanish
- Psychometric tests administration, scoring, and interpretation