

DESIREE ROSE P. CUIZON

Villa 3, Yumnak Street, Khalifa City A, Abu Dhabi, UAE

+971547557608

desireerosepcuizon@gmail.com

www.linkedin.com/in/des-cuizon-3098b0230



Results-oriented HR professional with 8+ years of experience in the Human Resources field. Possesses a strong background in recruitment, onboarding, and global operations. Dedicated in providing exceptional care and support to clients and committed to lead and influence members and stakeholders in achieving organizational goals. Proficient in using Service-Now, Peoplesoft, SAP UI5, and SAP Success Factors.

EXPERIENCE

HR Specialist I – Honeywell International Philippines, Inc.

March 2022 – March 2024

Started as the team analyst overseeing the onboarding team in the Philippines and then moved to the onboarding process lead role focusing on onboarding global projects.

Key Responsibilities

Onboarding APAC Lead

- Ensured successful onboarding of candidates through Service-now with Customer Experience Score of >4.6.
- Responsible for training new members of the onboarding team and served as the focal point of concerns and escalations for Onboarding APAC.

Onboarding Process Lead

- Responsible for Global onboarding process improvement and collaboration with other teams that involved onboarding.

Key Achievements

- Received recognition for exhibiting Honeywell exceptional behaviors, particularly Being Committed and Building Exceptional Talent, resulting from successful collaboration with other HRS teams that improved the company's global processes.
- Shifted from being part of a team of five to being an individual contributor and handled this transition well by managing the members who were about to leave, training the outsourced team for the knowledge transfer, while at the same time working on the onboarding process improvement as part of the new role.
- Took on additional responsibilities to support the Invoice Management Team in processing invoices that resulted in reduced of number of cases and backlogs.

Lead HR Services Administrator- Honeywell International Philippines, Inc.

April 2019 – March 2022

Supported the global HR processes for Honeywell employees based in India by managing cases based on the standard global process using Salesforce, ensuring timely processing of cases, and providing excellent customer service.

Key Achievement

Created the step-by-step procedures or the Standard Operating Procedure (SOP) for the Project Assignment Letter that was transitioned from India to Manila and trained the HR Admin team that ensured smooth and timely processing of employees' requirements prior the effectivity date of the project.

**Account Associate, Recruitment Services Group- Staff Alliance, Inc.
February 2015- June 2017**

Assigned as a recruiter dedicated to provide workforce requirements of the clients. Performed monthly visit to clients to create a good relationship with them and personally discuss the manpower requirement of their organizations. Performed end-to-end recruitment process from clerical to technical vacancies.

**HR Clerk- Staff Alliance, Inc. deployed to Banco De Oro, Inc.
July 2014- January 2015**

Employed by Staff Alliance Inc. as a contractual employee to support the recruitment department of the client by administering aptitude tests for staff level applicants and 16 PF and CFT 3 tests for officer level applicants onsite and in job fairs.

EDUCATION

Bachelor of Science in Psychology
2010 - 2014
Saint Louis University- Baguio City

MY SKILLS

Service- Now
Salesforce
Peoplesoft
Cornerstone
SAP Ui5
Compass
Leadership
Customer Experience

REFERENCE

Available upon request