




# NICOLE PATRICIA F. SURIAGA

## CONTACT

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 0977-384-3092

## EDUCATION

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Southville International  
School and Colleges  
BS Psychology 2018

## ACHIEVEMENT

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Psychometrician Board Exam  
Passer, 2018

## WORK EXPERIENCE

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### **ANN ARBOR MONTESSORI LEARNING CENTER 2018-2019**

Guidance Counselor

- Provided personalized counseling and guidance to students, particularly focusing on their academic and personal development.
- Managed student records, ensuring they met all necessary regulatory requirements.
- Conducted individual and group counseling sessions, helping students navigate educational and personal challenges.
- Collaborated with teachers, parents, and school staff to support student success.
- Organized workshops and group activities to build student skills and foster a supportive community.

### **CHEVROLET MAKATI HR and Admin Manager**

JULY 2018 - SEPTEMBER 2020

- determining, implementing, monitoring, reviewing and evaluating human resource management strategies, policies and plans to meet business needs
- advising and assisting other Managers in applying sound recruitment and selection practices, and appropriate induction, training and development programs
- developing and implementing performance management systems to plan, appraise and improve individual and team performance
- representing the organisation in negotiations with unions and employees to determine remuneration and other conditions of employment
- developing and implementing occupational health and safety programs and equal employment opportunity programs, and ensuring compliance with related statutory requirements
- overseeing the application of redundancy and other employee retrenchment policies
- monitoring employment costs and productivity levels
- may train and advise other Managers in personnel and workplace relations matters

### **LASH OUT MNL BEAUTY LOUNGE**

SEPTEMBER 2020 TO PRESENT

- Founded and managed Lash Out MNL Beauty Lounge, a premier beauty business specializing in lash extensions, brow services, and beauty treatments.
- Provided high-quality lash extension services while ensuring client safety and satisfaction.
- Developed and implemented business strategies that increased client retention and revenue.
- Managed daily operations, including appointment scheduling, inventory management, and staff supervision.
- Spearheaded marketing and branding efforts, growing the business through social media engagement, promotional campaigns, and influencer collaborations.
- Created and designed social media content to maintain a strong online presence and attract new clients.
- Ensured compliance with health, safety, and sanitation standards in the beauty industry.
- Trained and mentored new lash technicians, ensuring service quality and consistency.
- Handled financial aspects, including pricing strategies, budgeting, and revenue tracking.
- Built and maintained strong client relationships, resulting in loyalty and repeat business.