

Khaye Ortañez



+63 9088183856



ortanezhaye@gmail.com



Blk 16 Lot 26 Amaiascapes Cavite, General Trias, Cavite



[Linkedin.com/in/khayeortanez](https://www.linkedin.com/in/khayeortanez)

Professional Summary

- Skills and experience in Human Resource Management - General Affairs & Administration, Training & Talent Delivery, Employee Relations, Employee Engagement
- Skills and Experience in Human Resource Recruitment Operations – Talent Acquisition, Interview Scheduling, Pre-Employment Verification
- Skills and Experience in Procurement and Logistics Operations - Services, Imported Materials
- Certified Auditor – Integrated Quality and Environmental Management System
- Certified Auditor - Occupational Safety and Health System
- Highly Experienced in Multi-National / International companies in the improvement of company structure, operations and policies, employee relations, and other HR Topics
- Highly Experienced in Diversity and Inclusion Projects – LGBTQ Topics and Disability Inclusion Topics

Work Experience

HR Process Specialist – Japanese Resource, Global Recruiting Operations

SAP Philippines, Ortigas Center Pasig City, Philippines

On Core Task

Pre-employment Verification Specialist – Japanese Resource, January 2017 – present

- Functions as pre-employment verification specialist for identified hires in the Asia Pacific, ANZ, Japan, and Greater China regions.
- Handles day-to-day tasks such as but not limited to the following ;
 - Assessment and dispatching of received requests for background verification.
 - Consolidation and escalation of non-compliant cases in China and APJ
 - Adjudication of open check components including handling of confidential mitigating documents from candidates and stakeholders
 - Partnering with Talent Acquisition, Hiring Managers, and HRBPs to ensure that all background verification cases are completed prior/post onboarding.
 - Handles inquiries via email and EIC ticketing system related to the background verification process in an efficient and professional manner
 - Provide Ad hoc reports for background verification as needed.

Interview Scheduling July 2014 – January 2017

- Functioned as an end-to-end process specialist in Interview Scheduling
- Handled day-to-day tasks such as but not limited to the following ;
 - Requisition preparation for job posting
 - Scheduled interviews for candidates in the Asia Pacific, ANZ, Japan, and Greater China regions
 - Back up point of contact for APJ-related inquiries
 - Provided reports as needed

On Adhoc Task

Regional Lead, Pride@SAP Asia Pacific Japan and Greater China, February 2021 to present

- Functions as Regional Lead of SAP's Pride Community in the Asia Pacific, ANZ, Japan, and Greater China Region
- Events and programs initiated
 - Micro aggression towards the LGBTQ Community in the workplace: 2020
 - Gender Sensitization (2): 2021
 - SOGIESC (3) : 2021, focused on Transgender Community
- Ongoing Projects
 - Launching of the 1st Transgender Community of SAP in APJ & GC
 - Defining the T in LGBTQ
 - Trans Health (What is Ghat, what is GAS)
 - Creation and Launching of Pride Chapter in South Korea, Malaysia, and Indonesia

Country Lead, Pride@SAP Philippines Chapter, January 2018 – January 2021

- Functions as Regional Lead of SAP's Pride Community in the Philippines
- Events / Programs initiated
 - SOGIESC 101: 2019
 - HIV/AIDS 101: 2021
 - Inclusion of Same-Sex / Domestic Partners as Employee's Beneficiaries (HMO): Passed and Approved 2018
 - Provision of Gender Neutral Restrooms in all SAP Buildings in PH: Passed and Approved 2018
 - Organized participation in Metro Manila Pride held in Marikina City in 2018 & 2019
 - Organized participation in Pride UP Baguio with Amianan Tribe (2020)
 - Disability inclusion in the Workplace (Physical & Psychosocial Disability)
- Initiated and organized CSR Activities for Pride
 - Tahanan ng Pagmamahal Orphanage 2018
 - Positive Action Foundation Philippines Inc. (PAFPI) 2019
 - Tulong Para Sa Taal 2020

HR General Affairs Sr. Staff / Japanese Resource January 2010 – May 2014
Hoya Glass Disk Philippines, First Philippines Industrial Park Batangas, Philippines

- Functioned as process specialist for Human Resource General Affairs
- Handled day-to-day tasks such as but not limited to the following ;
 - Manning daily activities of the section in providing efficient delivery of services to different departments
 - Managed needed staff allocation of housekeeping, security personnel, and concessionaires on post
 - Manages incoming and outgoing activities of all shuttle buses, and car rental vehicles and ensures proper allocation based on overtime schedule, business trips, and other external transactions as needed.
- Functioned as Team Lead on the following
 - Preparation and facilitation of New Hire Training for production operators, professionals, and executives.
 - Initiation and implementation of system improvements, solutions to issues affecting the performance of the section with regard to Employee Engagement, Employee Benefits, and Compensation, Recruitment Process, and HR General Services
 - Designed and cascaded the team's performance metrics and various reporting tools to measure the productivity, delivery, and efficiency of the team.
- Functioned as Point of Contact on Integrated Quality and Environmental System, Occupational Safety and Health Management Systems
 - Preparation and Implementation of regular process audit to monitor compliance with all standard procedures and guidelines within the section
 - Partnered with other departments to formulate and implement HIRADC (Hazard Identification, Risk Assessment, and Determining Control) system for each department's processes.

Procurement Sr. Staff / Japanese Resource December 2004 – January 2010
Hoya Glass Disk Philippines, Laguna Technopark, Laguna Philippines

- Functioned as process specialist for the procurement department
- Handled day-to-day tasks such as but not limited to the following ;
 - Subcontractor sourcing, evaluation & assessment, accreditation, and performance monitoring.
 - Evaluation of received quotations and proposals from prospective local and imported providers based on terms of quality, cost, delivery lead time, stock availability, and production capacity.
 - Issuance and Confirmation of Purchase Orders to awarded providers
 - Partners with the Production Planning and Control team to monitor the supply and demand forecast to ensure timely delivery of materials.
 - Assessment and Approval of received purchase requisitions from different departments.
- Functioned as Point of Contact on Integrated Quality and Environmental System, Occupational Safety and Health Management Systems
 - Preparation and Implementation of regular process audit to monitor compliance with all standard procedures and guidelines within the section
 - Partnered with other departments to formulate and implement HIRADC (Hazard Identification, Risk Assessment, and Determining Control) system for each department's processes.
- Japanese Support for Administration Division
 - Performs as Japanese Translator for the Organization

- Coordinates with Japanese expatriates and Local Managers regarding work schedules for consolidation and dissemination to all concerned parties.
- Functions as liaison between Japanese Expatriates and Local members whenever necessary.
- Arranges Logistical requirements of Japanese members including VIPs and guests as necessary.
- Supports Purchasing in terms of language translations; coordinates with non-English speaking Japanese on Purchasing – related requirements.

Education

Myojo Gakuen Senior High School

Tokyo, Japan

Senior High School Graduated March 2001

Roosevelt Colleges, Marikina

Marikina, Philippines

Junior High School Graduate March 1997

Languages & Other Interests

Tagalog – Native

English – Fluent

Japanese – Fluent (JLPT N2 Certificate)

Skills

Professional

Communication

Data Insight

Building Relationships

Event Organization

Report Preparations

Technical

Microsoft Office

Internet's end-user

FADV Enterprise Advantage

SAP – Recruiting Cloud Module

SAP – Employee Interaction Center

Sterling