



MERALYN LAORDEN TEVES



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Aljhazeera, Ras Al Khaimah, UAE

PROFESSIONAL EXPERIENCE

Cluster Human Resources Executive

March 2019 – Present

DoubleTree by Hilton Resort & Spa, Marjan Island Ras Al Khaimah (732 rooms, 695 team members)

DoubleTree by Hilton Ras Al Khaimah (154 rooms, 70 team members)

DoubleTree by Hilton Residence (pre-opening - 308 rooms, 18 team members)

Hampton by Hilton Resort & Spa Marjan Island (pre-opening – 515 rooms)

Nature of Work

- Recruitment
- Employee Engagement
- Payroll Administration
- HR Operations/Administration
- Responsible for leading team with work assignments
- Learning and Development

Human Resources Coordinator/Department In charge

November 2017 – March 2019

Hilton Sharjah (259 rooms, 168 team members)

Nature of Work

- Recruitment
- Employee Engagement
- Payroll Administration
- HR Operations/Administration
- Learning and Development
- Performance Management

Cluster Government Relation Officer

April 2015 – October 2017

Hilton Ras Al Khaimah Resort & Spa (475 rooms, 530 team members)

Waldorf Astoria Ras Al Khaimah (346 rooms, 395 team members)

Hilton Al Hamra (265 rooms, 250 team members)

Al Hamra Residence & Village (366 rooms, 260 team members)

Nature of Work

- Government related internal and external communications.
- Administrations

CERTIFICATES & ACHIEVEMENTS

May 2021

Lead@Hilton – Hilton University – Ras Al Khaimah
(Virtual Leadership Development Program with Harvard)

Apr 2021

Job Skills Train the Trainer Program

July 2018

Achieved 98.10% in HR Quality Assurance Audit in Hilton Sharjah

Oct 2018

Achieved 93% in Hilton Global Team Members Engagement
Survey

Civil Status: Single

Citizenship: Filipino

EDUCATION

Mindanao State University

BSc in Agricultural Business

Management

Marawi City, Philippines

2007-2011

LANGUAGE

English - Proficient

Tagalog - Native

KEY SKILLS

Taleo	● ● ● ● ●
Oasys	● ● ● ● ●
Edocs	● ● ● ● ●
Birchstreet	● ● ● ● ○
MS Word	● ● ● ● ●
MS Excel	● ● ● ● ○
MS PowerPoint	● ● ● ● ○
MS Publication	● ● ● ● ○
Outlook	● ● ● ● ●
MS Teams	● ● ● ● ●

REFERENCE

Available upon request