



CANDIDATE 1

Recruitment Specialist

**CLICK TO CONNECT &
LEARN MORE**

SUMMARY

Results-driven HR specialist with over two years of experience in end-to-end recruitment, onboarding, and HR operations. Skilled in talent acquisition, HRIS management, and employee engagement. Adept at building strong relationships and optimizing hiring strategies to meet business needs.

EDUCATION

2018 - 2022 **UNIVERSITY OF CEBU MAIN**

Bachelor of Arts in Psychology

WORK EXPERIENCE

July 2022-
Present

ORO CHINA GROUP OF COMPANIES

SR. HR Specialist- Recruitment

- Lead end-to-end recruitment using various hiring platforms (Jobstreet, Mynimo, LinkedIn, etc.).
- Represent the company at job fairs, collaborating with municipalities and universities.
- Stay updated on industry trends to enhance hiring strategies.
- Manage HRIS and 201 filing, ensuring accurate and confidential employee records.
- Track applicants via Google Sheets and MS Excel for seamless hiring.
- Oversee onboarding for a smooth new-hire transition.
- Monitor probationary employees and process employment contracts.
- Generate recruitment reports on hiring needs and turnover rates.
- Conduct store visits to engage employees and provide feedback.
- Support HR events, including emceeing, registration, and logistics.

April - June
2022

DYNINO INC.

TRAVEL SALES AGENT

- Sold and booked airline tickets for potential travelers.
- Assisted with itinerary planning

June - Dec
2020

SYKES ASIA INC. (FOUNDEVER)

CUSTOMER SERVICE REPRESENTATIVE

- Provided customer support for a range of inquiries and issues.
- Keep track of customers food orders

SKILLS

- End to End Recruitment
- 201 Filing/HRIS
- Proficient in Microsoft Office Applications (Word,PPT,Excel)
- MS Teams/Google Applications, ZOOM
- Excellent Interpersonal and Communication Skills
- Goal Oriented
- Team Player



CANDIDATE 2

Recruitment Specialist

**CLICK TO CONNECT &
LEARN MORE**

SUMMARY

Results-driven recruiter with 4+ years of experience in high-volume hiring, administrative support, and HR operations across international manpower and BPO industries. Skilled in end-to-end recruitment, strategic sourcing, onboarding, and HRIS management. Adept at leveraging technology, social media marketing, and data-driven insights to optimize hiring strategies.

EDUCATION

2019 **UNIVERSITY OF SAN JOSE-RECOLETOS**

Bachelor of Science in Psychology

WORK EXPERIENCE

March 2024 - Present **DYNINNO PHILIPPINES INC.**

Senior Talent Acquisition Specialist

- Streamlined SAP-related processes and generated SAP IDs via SAP SuccessFactors.
- Enhanced hiring efficiency with advanced Boolean search and virtual career fair participation.
- Achieved recruitment targets across three key sales accounts, ensuring top-quality hires.
- Optimized onboarding by managing job offers, pre-hire orientations, and IT credentials.
- Ensured compliance through accurate clinic report validation and billing reconciliation.
- Delivered data-driven hiring insights through strategic report creation.

October 2022 - March 2024 **CONTINUUM GLOBAL SOLUTIONS**

Talent Acquisition Specialist

- Optimized sourcing and hiring across multiple accounts, reducing time-to-hire.
- Improved candidate selection with strategic assessments, lowering turnover.
- Led onboarding and New Hire Orientation, achieving a 100% fill rate.
- Analyzed attrition trends and implemented strategies to reduce training dropouts.
- Managed contracts and workforce planning, ensuring accuracy and compliance.

WORK EXPERIENCE

March 2022 -
March 2023

REMOTE ALPHA GEEKS

Administrative Assistant

- Optimized scheduling, document management, and internal communications to enhance operational efficiency. Strengthened brand presence through strategic social media management, content creation, and audience engagement.
- Managed calendars, meetings, and reports, ensuring seamless business operations.
- Boosted brand visibility and engagement through targeted content strategies.
- Led talent sourcing and pre-screening, improving hiring efficiency and candidate quality.
- Increased job advert visibility and consistently exceeded lead generation targets.
- Fostered strong client relationships, driving satisfaction and repeat business.

October
2020 -
January
2022

CONCENTRIX

Customer Service Representative

- Delivered exceptional support by resolving customer concerns, managing 200+ daily calls, and providing tailored solutions. Consistently exceeded productivity targets and achieved top satisfaction scores through efficient troubleshooting and issue resolution.

May 2019 -
June 2020

PLATINUM BROTHERS INTERNATIONAL MANPOWER AGENCY

Recruitment Officer

- Led the recruitment team, sourcing top talent via Facebook, LinkedIn, and WorkAbroad. Managed end-to-end hiring, from screening and interviews to documentation and deployment. Collaborated with hiring managers to refine job criteria and generated reports to track recruitment progress.

SKILLS

- Social Media Marketing
- SAP Success Factors
- Technology Savvy
- Report Analysis
- Communication
- Customer Service
- Strategic Hiring Expertise
- Sourcing
- Boolean Search



CANDIDATE 3

Recruitment Specialist

**CLICK TO CONNECT &
LEARN MORE**

SUMMARY

Results-driven Recruitment Specialist with experience in high-volume hiring, talent sourcing, and end-to-end recruitment. Adept at leveraging job portals, social media, and networking events to attract top talent. Skilled in screening, interviewing, and coordinating with hiring managers to ensure efficient hiring processes. Strong background in applicant tracking, pre-employment compliance, and candidate engagement. Committed to optimizing recruitment strategies and fostering long-term talent pipelines.

EDUCATION

2016 - 2020

CEBU DOCTORS' UNIVERSITY

Bachelor of Arts in Psychology

WORK EXPERIENCE

August 2024 -
February 2025

QUESS PHILIPPINES

Executive - Recruitment

- Actively source and engage candidates through job boards, social networks, and online platforms.
- Create and post job descriptions to attract top talent.
- Screen resumes, conduct initial interviews, and endorse qualified candidates.
- Maintain strong applicant relationships and ensure smooth hiring processes.
- Track hires from training to deployment and update applicant progress in the ATS.
- Collect and manage pre-employment requirements for compliance.

November
2022 - May
2024

CONDUENT

HR Operations and Delivery Associate III

- Create and publish job ads across multiple platforms.
- Screen resumes and conduct phone interviews to shortlist candidates.
- Interview applicants for various roles, including healthcare positions.
- Coordinate with hiring managers on recruitment activities like job fairs.
- Maintain and update recruitment trackers and candidate databases.
- Administer assessments and follow up on results.
- Facilitate recruitment orientations for Senior High School students.
- Ensure punctuality and consistency in daily operations.

February
2022-
November
2022

CONDUENT (PROJECT-BASED)

Recruitment Associate

- Source top talent through job boards, social media, and referrals.
- Screen, interview, and assess candidates to match client needs.
- Manage high-volume hiring and administer assessments.
- Train and mentor OJT/interns.

SKILLS

- Active Listening
- Time Management
- Teamwork
- Basic Computer Skills
- Communication Skills