



RAYSON

Talent Acquisition Specialist

About Me

Seeking a challenging career in a progressive organization where I can acquire current and relevant knowledge and develop effective skills to maximize individual and organizational productivity.



Language

- English
- Cebuano

Expertise

- Communication Skills
- Sourcing
- Recruitment Process
- Negotiation
- Cultural Awareness
- Employer Branding

Experience

Human Resources Staff

January 2021 - April 2021

- Perform administrative tasks for the HR department such as maintaining the personnel database and sorting emails
- Keep accurate records of employee absences and attendance
- Assist the HR Manager in creating policies, hiring plan, and salary expectation
- Post jobs online, select candidates, and set up job interviews
- Plan orientation and training programs for the new hires
- Ensure effective employee communication and prompt response to their inquiries

Talent Acquisition - Sourcing Associate

April 2021 - April 2022

- Creates layout for job postings and manages job hiring posts on social media and other job portals
- Provides timely updates on employee referral status and handles escalation
- Extraction of leads and closely monitor if they are being processed by the recruiters
- Attend various job fairs and caravans
- Conducts initial interview and screening
- Connects with different organizations and school for potential partnerships
- Sends internal mass mailers for employee referral program promotions and updates
- Work closely with the team regarding innovative sourcing strategies that can be use

Talent Acquisition - Sr. Analyst

April 2022 - June 2023

- Conducts walk-in and over-the-phone interviews to select quality candidates
- Make sure that the daily targets for the candidates being processed are met
- Ensures quality candidates are endorse with their final interview and provides timely feedback to the candidates
- Coordinates and discusses with Operations regarding hiring updates and recruitment strategies to fulfill the hiring requirement
- Conducts job offer discussion and negotiations
- Discusses the list of pre-employment requirements and monitors pre-employment requirements completion
- Time compliance with candidates details in the Applicant's database

Talent Acquisition - Sr. Recruitment Specialist

June 2023 - December 2023

- Coordinates with sourcing team to seek assistance in job posting and candidate sourcing
- Ensures good number of endorsements to the account interviewers
- Closely coordinates with hiring managers regarding endorsements
- Engages to healthy discussions with account interviewers regarding candidate's interview feedback
- Ensure good walk-ins to select and selects to joiners conversion percentage
- Discuss offer letters
- Closely monitors pre-employment requirements of candidates; ensures providing assistance and updates for compliance
- Timely updating of candidates' information in the database

Talent Acquisition Specialist

February 2024 - Present

Sourcing

- Creates layout and manages job postings on social media and various job platforms
- Provides prompt updates on employee referral statuses and addresses any escalations
- Extracts leads and closely tracks their progress
- Participates in job fairs and recruitment events
- Conducts initial interviews and candidate screenings
- Established connections with organizations and schools for potential partnerships
- Collaborates with the team on innovative sourcing strategies

Recruitment

- Reviewing Job Descriptions and assisting in drafting Job Analysis Questionnaires to identify the required skillset and key performance indicators for the open position
- Conducts interviews for walk-in and over-the-phone applicants to select high-quality candidates
- Ensures daily targets for candidates processing are achieved
- Endorses qualified candidates for their final interviews and provides timely feedback
- Engages in constructive discussions with account interviewers regarding candidate feedback
- Collaborates with Operations to discuss hiring updates and recruitment strategies to meet staffing needs
- Presenting data on retention and attrition within the recruitment process
- Facilitates job offer discussions and negotiates terms
- Discusses the list of pre-employment requirements to candidates and monitors their completion
- Ensures timely and accurate entry of candidate information into the applicant database

Onboarding

- Facilitates New Hire Orientation (NHO) for full-time and contractual new hires
- Tracks attendance throughout the orientation and communicates updates to the recruitment & operations team
- Works with the training team to schedule and distribute training schedules
- Submits post-induction reports to relevant support departments and operations for ongoing monitoring

Education

Bachelor of Arts in Psychology
2017 - 2020

References