



# IDOL [REDACTED] RPM

## Aspiring Account Manager

Aspiring Account Manager with a strong foundation in recruitment, stakeholder engagement, and performance metrics. Nearly two years of working alongside IT sales professionals and managing end-to-end recruitment for sales roles have sparked a passion for client-facing, goal-driven work. Eager to bring proven interpersonal skills and organizational acumen into a dynamic sales environment.

## Experience

### November 2023 - Present

#### Recruitment Supervisor (Shared Services) [REDACTED]

- Take lead in the recruitment management across companies, handling (1) recruitment associate to foster recruitment process and satisfy end users.
- Champion comprehensive end-to-end recruitment processes, including but not limited to sourcing, interviewing, preparation of job offer and contract, medical arrangements, onboarding and offboarding, performance appraisal monitoring, 201 filing, employee engagements, among others.
- Take part in annual strategic planning with the executives to meet annual goals.
- Deliver placements within Service Level Agreement of 30 days for rank-and-file positions while 60 days for supervisory and managerial positions.

### September 2022 - November 2023

#### Recruitment Officer [REDACTED]

- Effectively managed talent acquisition for the European markets across the healthcare, hospitality, and construction sectors.
- Implemented structured hiring processes using Odoo HRIS, resulting in streamlined and efficient monitoring of recruitment activities.
- Increased social media following from 11,000 to 27,000 within one year, significantly enhancing the company's online presence.
- Oversaw the full recruitment lifecycle, including job-ad posting, sourcing, screening, conducting initial interviews, and endorsing candidates to European clients.
- Facilitated orientation activities to assist qualified candidates with their visa application processes.
- Regularly created and published social media content to boost company visibility and build brand awareness.

## Additional Information

- **Technical Skills:** Sourcing, Interviewing, Talent Acquisition, Leadership, Graphics, Computer Literate, Canva, Odoo, MS Office
- **Recruitment Channels:** LinkedIn Lite, Jobstreet, Facebook, Indeed, Jora, Strategic and Targeted Search, PESO, Referral Programs
- **Soft Skills:** Communication, Interpersonal, Presentation, Demonstration, Persuasion, Negotiation
- **Languages:** English, Tagalog, Ilocano
- **Certifications:** Licensed Psychometrician
- **Awards/Activities:** Consistent Honor student, participated in different regional schools press conferences, held leadership roles during academic years, attended Sales Summit seminar, active engagement in company annual strategic planning.

## Contact

[REDACTED]  
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## Education

### BS in Psychology | 2018 - 2022

[REDACTED]  
[REDACTED]

- Cum Laude
- [REDACTED] Scholar

## Expertise:

- Client Relationship Management
- Negotiation & Persuasion
- Lead Generation
- CRM Tools (Odoo)
- Sales Strategy (Promotion, Client Visitation, Cold-calling, Discounts, Relationship Building)
- End-to-end process of Recruitment

## References:

Available upon request.