

## Summary

- **Proven Recruitment Expertise:** Over 9 years of experience with a strong track record in IT, engineering, manufacturing, financial, healthcare and general recruitment, both local and international (US, APAC, Australian & New Zealand markets) consistently achieving and exceeding targets with efficient sourcing strategies.
- **Adaptable and Tech-Savvy:** Proficient across a wide range of ATS, job boards, VMS platforms, and emerging AI recruitment tools, demonstrating the ability to quickly learn and leverage new technologies.
- **Results-Oriented Achiever:** Consistently recognized for exceeding performance benchmarks, streamlining processes (e.g., 20% reduction in time-to-fill), and successfully filling high-volume and critical roles.
- **Strong Communication and Stakeholder Management:** Skilled in building rapport with candidates and hiring managers, fostering strong communication to ensure high candidate acceptance rates and alignment with client needs.
- **Proactive and Growth-Focused:** Demonstrated initiative in business development, market research, and process improvement, coupled with a clear career progression and a commitment to continuous learning

## Education

Candidate, Master of Arts in Clinical Psychology  
[REDACTED]

BS Psychology  
[REDACTED]

## Skills

ATS: Bullhorn, SharePoint, Zoho Recruit, Hubspot, & Recruiterbox

Job Boards: Jobstreet, Kalibrr, Indeed, LinkedIn, LinkedIn Recruiter, Careerbuilder, [Monster.com](https://www.monster.com), Ziprecruiter and SEEK

Vendor Management System: SAP Fieldglass (US and EU), AgileOne Acceleration, Beeline, IQN by Beeline, Magnit, Workforce Logiq, Elevate Resources and Simplify

AI Tools: ChatGPT, Gemini, Grace AI by Kelly Services

Soft Skills: Public speaking, business development, attention to detail, networking acumen, sales mindset, recruitment & labor laws policies knowledge, team player

## Professional Experience

### **Senior Recruiter Level IV** [REDACTED]

#### **July 2024 – Present**

- Consistently achieved and exceeded monthly quotas, recognized as an A Player in multiple months for surpassing performance benchmarks in candidate placements.
- Streamlined recruitment processes by implementing efficient sourcing strategies, resulting in a 20% reduction in time-to-fill for critical roles.
- Maintained a high candidate acceptance rate by fostering strong communication and rapport, aligning job opportunities with candidates' career goals.

- Successfully filled high-volume blue-collar roles while adapting to dynamic client requirements, ensuring quality hires within tight deadlines.
- Collaborated with client hiring managers and internal teams to enhance recruitment strategies, ensuring alignment with client workforce needs and business goals.

### **Business Development Officer**

[REDACTED]

**July 2023 - July 2024**

- External and internal market research to identify gaps and help formulate propose BD strategy for IDP Philippines
- Identify new market areas and channels for student placement expansion.

#### **Achievements**

- Headlined multiple events to different educational institutions around Northern Luzon regarding study abroad
- Intitate lead generation events along with more than 1000 potential students to study abroad with partnership with schools
- Spearheaded social media presence through study in Canada facebook groups and tiktok accounts

### **Talent Acquisition Partner I**

[REDACTED]

**February 2023 - July 2023**

- Collaborate with hiring managers to understand their talent needs and develop comprehensive job descriptions and specifications for open positions.
- Utilize various sourcing methods, including job boards, social media platforms, professional networks, and direct sourcing, to attract a diverse pool of qualified candidates.

### **Recruitment Consultant**

[REDACTED]

**Jun. 2022 - January 2023**

- Handled multiple Australian accounts and placed multiple headcounts in multiple clients in Australia as a solo recruiter
- Participated in multiple AU based calibration meetings to ensure smooth recruitment process.

### **Corporate Recruiter**

**Feb. 2022- May. 2022**

[REDACTED]

- Work with hiring managers on recruiting planning meetings.
- Communicate with managers and employees regularly to establish rapport, gauge morale, and source new candidate leads.

### **Technical Recruiter**

**Jun 2019 – Jan 2022**

[REDACTED]

- Collaborate with hiring managers to understand their talent needs and develop comprehensive job descriptions and specifications for open positions.
- Utilize various sourcing methods, including job boards, social media platforms, professional networks, and direct sourcing, to attract a diverse pool of qualified candidates.

#### **Achievements:**

- Spearheaded multiple recruitment programs to streamline recruitment particularly

- Placed more than 10 headcounts, mostly technical roles, during Q4 of 2021
- Became an official POC during a stretch that the recruitment manager is not around due to leave and handled 3 recruiters in strategizing multiple openings.

**Jul 2017 – Jun 2019**

- Utilize various sourcing methods, including job boards, social media platforms, professional networks, and direct sourcing, to attract a diverse pool of qualified candidates.

**Achievements:**

- Through consistent sourcing, client deliberation and communication, and social media marketing, achieved the following: 7<sup>th</sup> Best Recruiter for January 2018, Best Recruiter for February 2018, 2<sup>nd</sup> Best Recruiter for March 2018, Best Recruiter for December 2018, 2<sup>nd</sup> Best Recruiter for January 2019 in a recruitment team of 50 recruiters.