



HAZEL

## CONTACT

### Address

### Personal Information

## PROFILE

HR professional that can succeed in this role by developing and implementing recruiting plans and strategies, striving to bring in the best people to fill company needs. Professional in hiring for sales and volume hiring.

## EXPERIENCE

### TALENT ACQUISITION SENIOR ASSOCIATE

JUNE 2022 - PRESENT

#### RECRUITER

(DECEMBER 06, 2021 - APRIL 2022)

- Screening of candidates
- Communicate with client/hiring managers to endorse candidates for interviews
- Moving candidates in Taleo in a timely manner
- Extending offers

#### RECRUITMENT SPECIALIST

OCTOBER 2020 - NOVEMBER 2021

- Communicate with area managers/division managers to gather details of the manpower request.
- Responsible for hiring for Division and act as an HR Business Partner.
- End-to-end recruitment process.
- Participates in HR-initiated projects (job fairs, career fairs, recruitment run, handles recruitment marketing).
- Handles two assistant recruiters.
- Deliver daily, weekly and monthly reports.

#### HR ASSISTANT

JANUARY 2019 - OCTOBER 2020

#### HR ASSISTANT

MAY 2017 - DECEMBER 2018

## EDUCATION

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION  
MAJOR IN HUMAN RESOURCES DEVELOPMENT  
MANAGEMENT

2013-2017