

JESSICA [REDACTED]

HR RECRUITMENT



PROFESSIONAL SUMMARY

I am working as HR Recruitment Officer for 4 years. Using my relevant experience and reliable knowledge, I am confident in managing a applicant and new employee as Recruitment Officer in a company to sustain the most professional working environment and maintains clear lines of communication between employees and management.

CONTACT

[REDACTED]

[REDACTED]

WORK EXPERIENCE

HR Recruitment Officer | 2021-2025

[REDACTED]

- Facilitated smooth onboarding for new hires, ensuring all documentation, orientation, and initial training were completed in a timely and efficient manner.
- Conducted thorough screening of applicants, including reviewing resumes, verifying 201 files, and ensuring alignment with role requirements.
- Led end-to-end recruitment processes across multiple departments, including job posting, candidate sourcing, interviews, reference checks, and offer negotiation.
- Partnered closely with hiring managers to define job specifications and develop effective recruitment strategies tailored to team and organizational needs.
- Improved the organizational filing system for confidential employee records, enhancing accessibility, compliance, and overall HR administrative efficiency.
- Maintained and updated applicant tracking systems (ATS), ensuring accurate and timely candidate records and generating recruitment reports as needed.

EDUCATIONAL ATTAINMENT

[REDACTED]

Bachelor in Science in Business Administration major in Marketing Management

- Excellence in Practicum
- Member of Philippines Junior Marketing Association 2019-2020 in our school positioning VP Community Development

CHARACTER REFERENCE

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]