



# Athena

Recruiting Executive Assistant



## SUMMARY

9+ years of full-cycle recruitment, from hiring to employee engagement to training and development to the creation and implementation of human resources policies. A track record of success in executing, managing teams that span departments, and anticipating issues for senior management and Heads of Talent.

## CORE COMPETENCIES

- Lean Six Sigma Green Belt
- Employee Engagement
- [SHRM](#) Certified Professional
- Full-Cycle Recruiting
- Project Management Certified
- Client / Vendor Management
- LinkedIn Management
- Office Administration
- Social Media Management

## PROFESSIONAL EXPERIENCE

JUNE 2019- PRESENT **RECRUITMENT AND ENGAGEMENT MANAGER** | PHILIPPINES

- Provide advice to the stakeholders on recruiting, interviewing, and improving the current processes, update current and design new recruitment processes
- Communicate with internal/external clients to get a clear view of their hiring needs and organizational goals and advise hiring managers on best hiring practices
- Reimagine the new employee journey, and partner with relevant groups to ensure new hires are supported and engaged from day one

AUGUST 2014- MAY 2019 **RECRUITMENT MANAGER** | PSG GLOBAL SOLUTIONS | PHILIPPINES

- Recruitment manager for healthCare support and led a team of 10 recruiters who sourced for Oversaw vendor management system and managed service program clients
- Conducted final interviews and negotiated candidate offers
- Lead new employee onboarding and 90-day engagement post-hire planning

JULY 2012- AUGUST 2014 **ENGAGEMENT MANAGER** | TELUS | CANADA

- Coordination of activities related to the employee lifecycle including onboarding, staff development, workforce planning, and offboarding
- Responsible for design and coordination of HR projects and activities ensuring positive onboarding experience of new staff including implementing new employee orientation training
- Organization and execution of staff engagement and recognition programs.
- Responsible for staff engagement survey through the relevant HR tool, including negotiations with the vendor and budget allocations

## TOOLS EXPERTISE

- HRIS
- Outreach.io
- LinkedIn Navigator
- G Suite
- Calendly
- Salesforce
- ATS Apps
- Slack
- Quickbooks

## EDUCATION

2011 **Bachelor of Science in Psychology** University of the Philippines