

**MARIA** [REDACTED]

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## **SUMMARY**

Experienced Recruiter with a proven track record of sourcing, attracting, and selecting top-tier talent across diverse industries. Adept at managing sourcing-to-end recruitment processes, from creating job posts to conducting interviews and negotiating offers. Strong expertise in utilizing various sourcing strategies, including social media, networking, and job boards. Skilled in assessing candidate qualifications, cultural fit, and potential, resulting in successful placements that drive organizational growth. Exceptional communication skills and a collaborative approach to partner effectively with hiring managers and cross-functional teams. Demonstrated ability to adapt to changing priorities and thrive in fast-paced environments.

## **WORK EXPERIENCE**

[REDACTED]

### **Recruitment Consultant**

February 2024 - October 2024

- Leverage diverse channels, including online platforms and social media, to draw in
- exceptional candidates and to Construct a talent pipeline for future recruitment
- necessities.
- Efficiently review, track, and shortlist candidate applications.
- Conduct comprehensive pre-screening to ensure alignment with our requirements.
- Validate the credibility and suitability of applicants.
- Oversee the recruitment checklist, dispatching requisite documents to candidates.
- Foster strong relationships by closely collaborating with the recruitment team and
- delivering regular updates.
- Identify and curate resumes that align with the job description and National Occupation
- Classification (NOC) criteria.
- Streamline the candidate pipeline by filtering out unsuitable applicants.

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### **Recruitment Consultant**

September 2023 – February 2024

- Responsible for finding, evaluating, and hiring qualified US Registered Nurses who work on different specialty (including Medical Surgical, Telemetry, ICU, PCU, Pediatric, etc.) for open positions.

- Examining the validity of candidate's US Nursing License
- Ensuring an updated job listing through different portals • Coordinating with different facilities to make suitable placement.
- Resume screening and formatting.
- Extending the offer letter – making submissions to facilities/hospitals that materialize into offers and ensuring that candidates accept and sign the contract.

### **Recruitment Executive**

May 2023 – August 2023

- Managed interview-to-end recruitment processes for various British nurses, healthcare assistants and support workers, ensuring a seamless and efficient candidate experience.
- Keeping track of candidates' application status from interview – onboarding – made active/start date.
- Conducted final candidate interviews and assessments to evaluate qualifications, skills, and cultural fit.
- Built and maintained a strong talent pipeline to proactively address future staffing needs.
- Creating DBS requests for candidates (UK requirement)
- Examining Right-to-work documents of the candidates (both Foreign and British national)
- Contributed to the development and enhancement of recruitment policies, procedures, and guidelines.
- Scheduling/Rescheduling candidate's interview (if necessary)

### **Talent Acquisition Specialist** February

2022 – April 2023

- Conducted final candidate interviews and assessments to evaluate qualifications, skills, and cultural fit.
- Built and maintained a strong talent pipeline to proactively address future staffing needs.
- Negotiated job offers and compensation packages in alignment with company policies and candidate expectations.
- Managed candidate communications throughout the recruitment lifecycle, providing timely updates and feedback.
- Monitored recruitment metrics and provided regular reports to track the effectiveness of sourcing strategies and process efficiency.
- Contributed to the development and enhancement of recruitment policies, procedures, and guidelines.
- Collaborated with cross-functional teams to ensure a holistic understanding of the organization's staffing needs and goals.
- Participated in career fairs, industry events, and networking opportunities to enhance the organization's employer brand and expand candidate reach.

### **English Mentee**

August 2021 – February 2022

- Actively engage in one-on-one or group mentoring sessions with experienced English language mentors.
- Demonstrate eagerness to learn and implement feedback received from mentors to enhance language skills.
- Attended workshops, language-related events, or seminars recommended by mentors to broaden language horizons.

### **Customer Service Representative**

December 2019 – August 2021

- Serve as the primary point of contact for customers, responding promptly to inquiries via phone.
- Provide accurate and relevant information to address customer questions, concerns, and requests.
- Demonstrate a deep understanding of products, services, and company policies to assist customers effectively.
- Strive to exceed customer expectations by delivering personalized and solution-oriented interactions.
- Resolve customer issues by actively listening, identifying problems, and offering appropriate solutions.

## **SKILLS**

- Communication
- Talent Acquisition
- Candidate Assessment
- Relationship Building
- Negotiation and Offer Management
- Time Management and Prioritization
- Data Driven Decision Making
- Problem Solving
- Adaptability