



# ALPHA

## RECRUITMENT SPECIALIST

Seeking a career in a high-profile company where I can use my skills, knowledge, and experience to achieve high performance. I hope to grow both personally and professionally while contributing to the continued success of the company.



[Redacted]



[Redacted]



[Redacted]

## EDUCATION

Bachelor of Science in Information Technology

2013-2017

## SKILLS

- Good leadership, organizational, analytical and communication skills.
- Above average Knowledge in Microsoft Excel, Word & Powerpoint. Basic Cloud Management and Operating System knowledge.
- Account Management.
- Client Management.
- Can type 55wpm
- Workday Navigation
- Monday.com

## WORK EXPERIENCE

April 2024 - Present

### Recruitment Specialist/Business Development Assoc

- Focuses on connecting qualified individuals with suitable job opportunities and supports both candidates and employers throughout the hiring process.
- Emphasizes building loyalty partnerships and generating new business opportunities through lead generation, relationship-building, collaboration with cross-functional teams, and achieving set targets.

Sep 2023 - Feb 27 2024

### Recruitment Specialist

- Conducting multiple interviews and applicants with their assessments.
- Doing End to End recruitment process up to on-boarding applicants.
- Account Management, Client Management and Candidate management

November 2022 - May 2023

### ESL Tutor

- Teaching Japanese students Virtually.

April 2022 - Nov 2022

### Recruitment Specialist

- Cold calling, Conducting otp process from initial interviews to Job Offer.

Dec 2020 - Mar 2022

### Chat Support | TSR

- Responds and Assists Customer requests for products services, and company information
- addressing customer needs and resolving concerns.

Aug 2019 - Oct 2020

### Online Project Associate

- Planned, executed, and controlled assigned projects, ensuring work performed complied with contractual requirements.
- Partnered with project team members to identify and quickly address problems.
- Met with manager weekly to provide detailed project report and milestone updates. Data Entry and CRM Management

May 2018 - July 2019

### Reservation Specialist

- Provided primary customer support to internal and external customers. Offered advice and assistance to customers, paying attention to special needs or wants.
- Answered constant flow of customer calls with minimal wait times.