

# Katherine L. Crucena

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## SUMMARY OF QUALIFICATIONS

Talent Acquisition Professional with over 6 years of experience developing and executing recruitment initiatives and strategies for different industries. Manage all phases of full-cycle recruiting, from initial sourcing and screening, through offer negotiation, placement and onboarding.

## CORE PROFICIENCIES

- Talent Assessment
- Candidate Sourcing and Screening
- High-Volume Staffing
- Offer Negotiations
- Placement and Onboarding
- ATS and Recruiting Software
- Client Management

## PROFESSIONAL EXPERIENCE

**RECRUITMENT SPECIALIST (HOME BASED)** | Virtual Coworker | August 2020 to Present

- Perform end-to-end recruitment for both Part Time and Full Time positions
- Identify, source and recruit for various job order requirements through different recruiting methods
- Hit and exceed monthly targets / KPIs
- Conceptualize the most ideal type of candidates based on Job Analysis
- Conduct resume screening, phone interviews, initial skills alignment, and checking of qualifications versus the requirements
- Produce evaluations and assessments for applications processed
- Maintain up-to-date candidates profile on our recruitment CRM accurately and on a timely manner
- Update the clients regarding progress
- Client management
- Other ad hoc tasks as assigned

**TALENT ACQUISITION PARTNER** | Maxim Integrated Philippines – General Trias, Cavite | November 2019 to August 2020

- Manage New College Hire Program and Academic Linkages
- Handle Campus Job Caravan
- Collaborate with school directors and coordinators regarding the company's recruitment initiatives – campus visit, plant tour and other hiring-related activities
- Work with the Engineering Department for the hiring needs
- Calibrate with the Hiring Directors and Managers
- Perform end-to-end recruitment for Engineering positions
- Identify, source and recruit for various job order requirements through different recruiting methods
- Hit and exceed monthly targets / KPIs
- Contribute in the improvement of Recruitment process – creation of process docs and proposal for Virtual Recruitment Initiatives

**RECRUITING COORDINATOR** | iQor Philippines, Inc. – Dasmarinas, Cavite | June 2015 to July 2019

- Attend different job fairs organized by the company and other organizations
- Boost Employee Referral Program
- Support the hiring needs of a US telco account
- Calibrate with the Hiring Manager and Recruitment team
- Perform end-to-end recruitment for Customer Service Representative positions
- Identify, source and recruit for various job order requirements through different recruiting methods
- Hit and exceed monthly targets / KPIs

## **EDUCATION**

**Bachelor of Science Major in Psychology**

Adventist University of the Philippines | Cavite, Philippines