



JUSTINE GAELA

RECRUITMENT MANAGER/ COUNSELOR

PERSONAL PROFILE

Energetic and experienced Recruitment Consultant with excellent analytical, organizational and project management skills and an advocate of mental health.

CONTACT

-  Road 2 Lot 14,
Comembo, Makati
city
-  justinegaela3@gmail.com
-  +639 17871 8904
-  <https://www.linkedin.com/in/justine-gaela-054b04165/>

EDUCATION

Pangasinan State University
Human Resource
Development Management
2013

SKILLS

- Exceptional communication and networking skills
- Successful working in a team environment, as well as independently
- Ability to work under pressure and multi-task
- Ability to follow instructions and deliver quality results

WORK EXPERIENCE

DXC.Technology, Sr. Recruitment Manager

OCT 2021 - PRESENT

SoftwareOne, Recruitment Consultant

Jan 2020- Oct 2021

- Create and implement a recruitment strategy for the business to meet current hiring needs and build a pipeline for future roles ensuring quality, cost effectiveness and speed.
- Conduct in-depth intake meetings with leaders to ensure alignment on position, impact and expectations while providing market insights and education.
- Identify the best online sourcing channels for different candidate segments
- Leverage technologies to locate, engage, and attract prospective candidates.
- Utilize metrics to identify and implement process improvements.
- Conduct analysis and report on key recruitment metrics to appropriate business leaders.

CERTIFICATES

Lean Six Sigma - Yellow Belt
Microsoft Macro Tool

ACHIEVEMENTS

- >University Peer Counselor President
- >Outstanding Provincial Scholar
(AMADO ESPINO Academic Excellence Awardee)
- >Nominated for University Leadership Awardee
- >Editor of the Year
- >3rd Place, National Press Conference , 2012
- >Elected board of Federated Student Government- University System (2010-2013)
- >Elected official of College Student Council - Campus Level (2009 - 2013)
- >Editor, University Student Paper (2009-2013)

PROFESSIONAL HIGHLIGHTS

- >Implemented recruitment processes that improve quality and speed.
- >Conducted Market analysis and presented to the business for hard to find skills.
- >Proposed several process improvements that help the business to save cost.
- >Led and help subordinates to grow and get promoted.

DXC.Technology. Recruitment Relationship Manager

JAN 2019 - JAN 2020

- Leads 4 Associate Technical Recruiters that support different technical capabilities.
- Leads the Global Solutioning Center , Security Operations, Digital Center, SAP Center, and Technical Sales offerings.
- Reports directly to the stakeholders and clients.
- Point of Contact for different recruitment vendors.
- Responsible in conducting Market Analysis for hard to fill positions and for new offerings.
- Collaborates and provide update from time to time to the Operations Managers.
- Ensures that the requisitions are being fulfilled on a timely manner and does recruitment strategy
- Provides feedback and coaching to the associates.
- Does end-to-end technical recruitment from sourcing using different channels to onboarding.

Accenture Philippines, Recruiter

JAN 2016 - JAN 2019

- Track candidates and pushed for feedback on disqualifications, time-to-fill statistics and other variables.
- Interviewed candidates using various interview methods (Initial, Skills and Final Interview).
- Conduct interviews with participants to assess eligibility

Accenture Philippines, SAP HR Associate

MAY 2015 - JAN 2016

- Installed, maintained and patched software and database.
- Managed system performance and user profiles.
- Consistently met deadlines and requirements for all production work orders

Accenture Philippines, Data Analyst

AUG 2013 - MAY 2015

- Updated departmental standard operating procedures and database to accurately reflect the current practices.
- Verified that information in the computer system was up-to-date and accurate.
- Identified and resolve system and account issues