

# Violey Sarmiento, MBA

## HUMAN RESOURCE PROFESSIONAL

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### CAREER OBJECTIVE

**Dynamic Human Resource Professional bringing 10 years of experience providing guidance on human resources topics and challenges. Committed to supporting recruitment efforts with a focus on engaging and retaining talented staff. Sophisticated in communicating and collaborating effectively by relying on excellent interpersonal skills, high-level emotional intelligence and solid expertise in employee relations.**

### EXPERIENCE

#### **RECRUITMENT OFFICER**

**Bruntwork Pty Ltd**, an Australian recruitment firm with a virtual office in Makati Philippines

*November 2021-Present*

- Recruit Filipino Freelancers for and profile them to various clients
- Screen and Interview candidates
- Administer Online Exam and Technical Check
- Responsible for End to End process of recruitment
- Source candidates on various platforms
- Book Candidate/s for Client Interview
- Mediated during the Client Interview
- Give Interview results to the candidates
- Job Postings
- Onboard New Hires
- Candidate Background Check

#### **RECRUITMENT OFFICER**

**MBHR Solutions**, a local recruitment agency for local deployment virtual office in San Juan , Philippines

*October 2021–December 2021*

- Responsible for sourcing and recruitment for local employment
- Responsible for End to End process of recruitment
- Source candidates and Job posting on various platforms LinkedIn, Indeed and Facebook Groups
- Tracked key dates and deadlines and maintained specific personnel lists.
- Collaborated with internal and external stakeholders to develop a variety of on-campus recruitment events.
- Supported management in developing and implementing personnel policies and procedures.

## EXPERIENCE

### FREELANCER

**Various Direct Clients**, REMOTE AUS/UK

September 2018–Sept 2021

- Email Campaigns / Marketing
- Social Media Management
- Gathered, organized, and input information into digital database.
- Resolved problems, improved operations, and provided exceptional service.

### HUMAN RESOURCE ADMIN AND QUALITY ASSURANCE OFFICER

**Grieg Star Philippines and Grieg Philippines Inc**, a manning agency for seafarers

*January 2009- October 2017*

- Streamlined HR efficiencies, coordinated new hire orientations, and provided onboarding and training
- Handled the onboarding process for newly hired employees.
- Prepared new hire letters, employee contracts, and corporate policies.
- Updated HR database with new employee information, changes in benefits, and other details.
- Addressed employee conflicts with appropriate urgency, following all corporate procedures.
- Collaborated with legal and compliance teams to review paperwork, obtain feedback and procure
- Oversaw exit interviews and off-boarding processes for resigned and terminated employees.
- Structured compensation and benefits according to market conditions and budget demands.
- Coordinated technical training and personal development classes for staff members.
- Oversaw hiring, staffing, and labor law compliance.
- Developed succession plans and promotion paths for staff.
- Advocated for staff members, helping to identify and resolve conflicts.

## SKILLS

- Applicant Tracking System
- People Management
- Organizational Development Skills
- Recruitment and Sourcing Skills
- Email Management
- POS Handling
- Canva and Graphic Skills
- Critical Thinking
- Communication Skills

## EDUCATION

### MASTER IN BUSINESS ADMINISTRATION

**Philippine Womens University**

Jun.2009–March2013

### BACHELOR OF SCIENCE IN HOTEL AND RESTAURANT MANAGEMENT

**Philippine Womens University**

Jun. 2002 – Sep. 2005