

Mary Bernadette Anne M.Estrella

Cebu City

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Summary

3 years experience as HR Recruiter. Seeking a position in a company where I can build a long term career and build a valuable skill set.

Talent Acquisition Associate

June 2022 - Present

Medspecialized Inc

- Responsible in sourcing and pipelining of applicants from various platforms
- Handle multiple requisitions at any given time using a variety of tools
- Meet recruiting deliverable's (candidates quality, hire target dates, time to fill)
- Screens resumes and recommend candidates
- Books or schedule appointments for behavioral and technical interviews with the hiring managers and the candidates
- Inputs data in job databases and ATS (applicant tracking system)
- Conduct phone screening, initial interviews
- Identify prospective candidates using a variety of channels such as LinkedIn, Indeed, job boards, other databases
- Working with hiring managers conducting detail job launch for all job positions and ensure roles are advertised internally and on external career sites
- Responsible for the full recruitment process cycle from the initial role briefing to offer stage

HR Supervisor

November 2021-May 2022

Sports city International

- Coordinates in recruitment, compensation and benefits, time-keeping practices
- Counsels employees regarding human resource policies, and procedures
- Maintaining sourcing database
- Work directly with hiring managers to gain an understanding with the hiring needs
- Providing a short list of potential candidates for various technical roles
- Conduct in person interviews

HR Management specialist

July 2019-Nov 2021

Toyota Mandaue North

- Perform duties related to recruitment, compensation and benefits, payroll
- Provide end to end recruitment service to the company
- Create, write, and advertise technical job descriptions based on the company's

needs

- Communicate with candidates and perform pre-screening interviews, face to face/online interviews, status updates and job offer discussions
- Provide weekly and monthly reports
- Proficient in handling different databases HRIS and HRC
- Facilitate in clerical works such as data entry record of newly hires, update employee data informations

Education

BS Psychology

2015-2019

University of San Carlos

Skills

- Familiarity with Microsoft office programs and general business software applications
- Proficient in administrative tasks (calendar management, data entry)
- Ability to show initiative and multi-task in a fast paced setting
- Can communicate effectively
- Team-player