

CALE MARIE CANLAS

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PROFILE SUMMARY

To be able to work in a career oriented and challenging environment that promotes personal growth and uplifts professional developments.

PROFESSIONAL SKILL

Public Speaking
Personal Skills

Flexibility
Strong Communication Skills

TECHNICAL SKILL

Computer
Techy

MS Office

EDUCATION

Bachelor of Science in Business Administration major in Marketing Management 2014–2018
Colegio San Agustin – Bacolod

WORK EXPERIENCE

Recruitment Coordinator March 2021 – Present
RMS Collect Inc., iQor Talisay, Negros Occidental

- Conducting Initial Interviews
- Screening candidates for account profiling/hiring
- Assisting applicants concerns to their application
- Handling Zoom Hiring
- Helping other sites for Recruitment Hiring Process

Sourcing Specialist April 2019 – March 2019
RMS Collect Inc., iQor Talisay, Negros Occidental

- Calling applicants applied
- Phone screening applicants communication skills and invite for an interview
- Assisting Mini Job Fest and Job Fest
- Handling small activities for applicant hiring
- Handling Zoom Hiring
- Handling employee referral incentives

Financial / Admin Coordinator
The School for Creative Beginners

April 2018 – April 2019

- Handling payroll and cheque payments
- Paying school bills and financial concerns
- Accepting Tuition Payments
- Buying school supplies and needs
- Assisting parents concerns and enrollment processes
- Assessing initial for kids diagnosis

Junior Sales Representative
Avescor Motors Inc. Mitsubishi Motors, Negros Occidental

June 2017 – August 2017

- Helping conducting sales for cars
- Engagement displays on malls
- Online marketing
- Assisting Senior Sales Representative in releasing cars
- Assisting customers needs and concerns about cars