

CRIS LUCILLE M. DALDE

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Present Address:

Bon-Bon, Catarman, Liloan

Cebu, Philippines, 6002

PERSONAL INFORMATION

Date of Birth: July 8, 1991

Place of Birth: Cebu City, Philippines

Citizenship: Filipino

Civil Status: Married

EDUCATION

June 2011 - March 2014

Bachelor of Science in Business Administration Major in Human Resource Development Management

University of San Carlos

P. del Rosario Street, Cebu City

Graduated: March 2014

Certification: Dean's Lister, academic year 2012-2014

June 2007 - March 2010

Bachelor of Science in Industrial Engineering

University of San Carlos

Nasipit, Talamban, Cebu City

WORK EXPERIENCES:

October 13, 2020 – present

Talent Acquisition Manager

Alorica Philippines

Skyrise 1, Cebu IT Park, Cebu City, Philippines

(Work-at-Home)

January 2016 – October 12, 2020

Senior Recruiter

CONDUENT (previously known as Xerox)
G/F Skyrise Alpha, Cebu Business Park, Cebu City

Functions:

- account manager for Telco and Medical Accounts
- tasked to do account meetings
- communicates with operations about hiring updates
- functioned as an end to end recruiter
- shadows junior recruiter in the process

April 27, 2015 - January 2016

Recruitment Specialist

Convergys Philippines Inc.
(formerly known as STREAM Global Services)
2/F J Centre Mall, A.S. Fortuna St., Bakilid, Mandaue City

Functions:

- assigned account manager for multiple accounts
- tasked to complete classes for handled accounts
- communicated with operations officers regarding updates/class progress
- designated to compose a quality roster for new hire training classes
- functioned as an end to end recruiter

June 10, 2014- April 27, 2015

Contractual Associate Recruiter

Convergys Philippines Inc.
(Formerly STREAM Global Services)
G/F i2 Building, Cebu I.T Park, Lahug, Cebu City

Functions:

- conducted interviews filtering language, resume and behavioral qualifications of applicants
- profiled qualified candidates according to their skills
- been part of the team that does offsite recruitment (job fairs and caravans)

June 2013- October 2013

On-the-Job Trainee

Stream Global Services
G/F i2 Building, Cebu I.T Park, Lahug, Cebu City

Functions:

- facilitated the registration process of applicants
- facilitated initial exams for applicants
- observed how the interview process was done by partnering with Recruitment Specialist in doing the interview

CERTIFICATIONS:

- I** CEET (Convergys English Evaluation Tool) Certified Recruiter
- I** Certified Behavioral Competency Interviewer
- II** Certified Account Manager

SKILLS:

Proficient in MS Document, Power Point and Excel
Excellent in Communication and Interpersonal Skills
Computer literate
Demonstrate leadership skills by conceptualizing, organizing, and conducting events
Shows honest work ethics and accepts responsibilities under time pressure

TRAININGS AND SEMINARS ATTENDED

April 19, 2019	LEAN TRAINING PROGRAM Conduent Business Services 7 th Floor, Skyrise Alpha, Cebu Business Park
February 28, 2018	CONDUENT RECRUITER TRAINING Conduent Business Services G/ F, Skyrise Alpha, Cebu Business Park
December 7, 2017	TALENT MANAGEMENT: ACQUIRING TALENT Conduent Business Services G/ F, Skyrise Alpha, Cebu Business Park

REFERENCES:

Reinalyn Nonol	Michelle Ligutan	Anne Melody Goc-ong
Trainer	Supervisor	HR
Tech Mahindra	Accenture	Universal Tech
Cebu IT Park, Cebu City Park, Cebu City	Cebu IT Park, Cebu City	Cebu Business
0998-967-2764	0998-538-2100	0922-651-2899