



# Jayson G. Odonzo

## CONTACT DETAILS

- Block 1 Bukid St. Malinta, Valenzuela City, Philippines
- jaysonodonz02@gmail.com
- <https://www.linkedin.com/in/jayson-odonz0-303789274>
- +639933438629 / +639511902896

## EDUCATION

Bachelor of Business Administration major in Human Resource Development Management

Global Reciprocal Colleges  
2015 - 2020 ( Graduate )

Malinta National High School  
2011 - 2015

Aguiawan Elementary School  
2006 - 2011

## SKILLS

- Leadership
- Interpersonal
- Enthusiam
- Analytical Thinking
- Flexibility

## PROFESSIONAL SUMMARY

I'm an HR recruitment specialist with a year and a half experience in the field of recruitment management, seeking and aiming for a professional and career growth and to establish well myself in this field, specializing in recruiting and managing people so that it could allow me to provide jobs and better opportunities to my countrymen.

## WORK EXPERIENCE

**Talent Acquisition Specialist** **Oct. 2021 - June 2023**  
**Tru-North Consolidated Inc. | JM Bldg. II, Pres. Osmeña Highway corner Rockefeller St., San Isidro, Makati, 1234 Metro Manila**

As a Talent Acquisition Specialist, my job is in line under the Recruitment Branch Management department and execute the end to end process of application of a specific applicant. It includes on-the-phone interview to the applicants, inviting them to the office for further assessment of their application, conducting examination, checking and validating of their requirements, endorsing the applicant to our client for final interview and if that aplicant gets hired, i will proceed them for the company orientation.

**Accounts Verification Specialist** **Jan. 2020 - Sep. 2021**  
**E\*TRADE Information Services, LLC | 15F Yuchengco Tower 1, RCBC Plaza Ayala Ave, Makati, Metro Manila**

I worked as a Back Office Support in this company that is US based, and my job includes thorough verification of documents such as ATR or account transfer form, WIRES, W8 and W9 documents for our foreign customer , checks and many more, in a form of workflow through a system base generated set up, and indexing those documents to their corresponding patch group and document group or type. I also ensure the complete monitoring of the banking, investment, deposit and trading process of our customer online.

**Service Crew**  
**CHOWKING**  
**DUNKIN DONUTS | Valenzuela City 1440, Metro Manila**

I worked in this two fast food chain, one is a Filipino fast food chain during semester break of summer in 2017 and 2018 respectively for atleast 2 months and I'm in charge of the over-all utility works in the dinning area. Cleaning and sanitizing the tables and chairs, moping floors, bassing out and cleaning the toilets. Endorsed the needed equipment in the counter area, greet customer in a hospitable manner and serve their food with joy. I also do cashiering and provides excellent customer service.

## REFERENCES

### Angelo Aurel

Talent Acquisition Specialist ,  
Tru-North Consolidated Inc.

Phone: +639388392439

Email: angeloare198@gmail.com

### Clarize De Jesus

Segment Supervisor  
Tru-North Consolidated Inc.

Phone: +639324887972

Email: ccdejesus@tru-north.com.ph

## Personal Information

**Nickname** : "Jay"  
**Birth date** : December 30, 1997  
**Age** : 25 yrs. old  
**Height** : 5'3 cm.  
**Weight** : 46 kg.  
**Status** : Single  
**Religion** : Roman Catholic

### Person to contact

**in case of emergency** : Rowena Odonzo  
**Relationship** : Mother  
**Contact #** : +639202908317

I certify that the above details and information are true and valid.

  
Jayson G. Odonzo