

KRISNA JEAN SUAREZ

TALENT ACQUISITION PARTNER

CONTACT

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City of San Jose Del Monte, Bulacan,
Philippines

SKILLS

Customer Relationship Management
Computer Literate (MS Word, MS Excel
and MS PowerPoint)
Highly organized and efficient
Possesses good interpersonal skills

EDUCATION

Polytechnic University of the Philippines
2013 - 2017
Bachelor of Science in Business
Administration major in Human Resource
Development Management

REFERENCES

Available upon request

PROFILE

An energetic Talent Acquisition Partner starter with excellent analytical, organizational and project management skills. Full cycle recruitment experience in sourcing all levels of talent in health care setting. Possessing an imaginative and inquisitive perspective, I pursue knowledge and growth both personally and professionally. An independent thinker thrives in a collaborative work environment.

EXPERIENCE

Talent Acquisition Partner, IBM Business Services, Inc.

10/2022 - Present

As Talent Acquisition Partner I share recruitment delivery updates and identify opportunities for simplification, innovation, and continuous improvement in delivery, using data to support and back up client discussions. Has the ability to foresee and react to potential delivery challenges before they adversely impact client satisfaction. Whilst overseeing all recruitment activity within their area, I also manage an individual requisition load (typically for niche, hard-to-fill, strategic or high-profile roles). Working closely with Recruiters, I help define, develop, plan and implement recruiting strategies to be able to present qualified candidate short-lists to the Hiring Manager. This role requires both client and project management experience to meet client satisfaction goals.

Recruitment Specialist, IBM Business Services, Inc.

11/2020 – 09/2022

As a Recruiting Specialist I am responsible for candidate generation primarily through direct sourcing and research. I work with a large pool of passive candidates, but there could be active candidates as well. I work closely with Staffing Consultants, Hiring Managers, or the Client to refine, grow, and follow strategies that provide a qualified candidate pool. I consult on how to improve existing strategies, and provide

feedback using analytics. I also create new strategies using knowledge of similar fields and strategies in other marketplaces.

Recruitment Coordinator, IBM Business Services, Inc.

09/2019 – 10/2020

An administrative role responsible for scheduling, coordinating interviews including travel, extending offers, generating offer letters, making welcome calls to all applicants prior to their scheduled start date, background variance resolution, data entry and internal/external reporting. I work with the recruitment team members and third-party vendors to ensure that all applicants have been processed accurately and expediently.

Data Analyst, ACCENTURE PHILIPPINES

01/2018 - 08/2019

- Perform customer request/problem identification and follow defined incident notification and escalation procedures.
- Perform core business process transactions involving data entry/data capture according to defined methods, procedures, and standard delivery solutions.
- Monitor, measure, assess and correct one's own process performance when executing transactions.
- Apply understanding of assigned business process to identify gaps and propose continuous improvement measures.
- Maintain high customer satisfaction ratings by processing transactions accurately.