

**Danica Louise Y. Silerio**  
**KS6 Village, Lancaster New City, Brgy. Navarro, General Trias, Cavite, Philippines**  
**0936-096-5229**  
**danicasilerio@gmail.com**

**Work Experience:**

**Support Shepherd**

**Texas, United States (remote work)**

**Senior Recruiter**

**August 2023 - Present**

- In-charge of sourcing, paper screening, administering internal assessments, conducting initial interviews to candidates, and endorsing qualified candidates to foreign clients.
- Utilizes the following tools: Workable, Hubspot, Airtable, Team Tailor, Slack, MS Office and Google Workspace.

**Talent Acquisition Specialist (Active Pooling)**

**February 2023 - August 2023**

- Responsible in sourcing and interviewing candidates for roles such as - Executive Assistant, Virtual Assistant, Customer Support, Technical Support, Graphic Designer, etc.

**Senior Talent Assessor**

**April 2022 - February 2023**

- Collaborate with recruitment lead, project management team and sourcing team to set qualification criteria for future employees
- Conduct behavioral and communication skills interview for qualified Candidates
- Help Recruitment Manager and Assistant Manager in supervising the recruiting team and report on its performance
- Coach Talent Assessors on interviewing techniques
- Participate in virtual job fairs and career events
- Build the company's professional network through relationships with HR professionals, colleges, and other partners
- Conduct initial phone screens to create shortlists of qualified candidates only if needed
- Interview candidates for a wide range of roles (junior, senior and executive) only if needed
- Follow up with candidates throughout the hiring process
- Maintain a database of potential candidates for future job openings
- Recommend ways to optimize and showcase employer brand

**Talent Assessor**

**December 2021- April 2022**

- Collaborate with project coordinator to set qualification criteria for future employees
- Source and reach out to qualified candidates for current open roles
- Create and publish job ads in various portals
- Network with potential hires through professional groups on social media and during events
- Screen resumes and job applications
- Conduct initial phone screens to create shortlists of qualified candidates
- Interview candidates for a wide range of roles (junior, senior and executive)

- Build and report on quarterly and annual hiring plans
- Track hiring metrics including time-to-hire, time-to-fill and source of hire
- Follow up with candidates throughout the hiring process
- Maintain a database of potential candidates for future job openings

**E-start Edu, Inc. – Online English Teacher**

**Seoul, South Korea**

**February 2021- November 2021**

- In-charge in teaching English to Korean kids and adults via online platform (one-on-one)
- Evaluates and provides feedback to student's performance

**Sun Life Financial Philippines – Licensed Financial Advisor**

**October 2019 – March 2020**

**Filinvest Alabang, Inc. - Sales Recruitment Officer**

**5<sup>th</sup> Floor, Vector One Bldg., Northgate Cyberzone, Filinvest City, Alabang, Muntinlupa City**

**February 1, 2017- February 29, 2020**

- Source applicants for sales position
- Conducts initial interview
- Prepares monthly Sales Recruitment Report
- Do quarterly Competitor Scanning
- Attend Career Fairs
- Submit and finalization of offer to candidates
- Maintain an updated database of applicants
- Provide with weekly update on recruitment progress

**COL Financial Group, Inc. – HR Specialist**

**2401-B East Tower, Philippine Stock Exchange Centre, Exchange Rd., Ortigas Center, Pasig City**

**March 17, 2014 – August 31, 2016**

- Handles Timekeeping of employees
- Coordinates with uniform suppliers
- In-charge in Post-employment Management
- Assists applicants during hiring process
- Benefits Administration & Management & Coordinates with the IT Department regarding HRIS

**Megaworld Prime Properties Investment Group – Training & Recruitment Assistant**

**Unit 310-C ICITE Bldg. Orchard Rd. Eastwood Cyberpark, Bagumbayan, Quezon City**

**June 24, 2013 - March 15, 2014**

**Training**

- Prepares Training materials
- Sends out update/schedule regarding training-related activities
- Provides general admin assistance and support for the training officer/manager

**Recruitment**

- Review applicants and conduct prescreening interviews
- Keeps the records of new hires

- Maintains human resources records by maintaining applications, resumes, and applicant logs
- Other recruitment-related activities(administrative)

**Philippine Interactive Audiotext Services Inc. – HR Assistant/Receptionist**

**2/F PCPD Bldg. 2332 Pasong Tamo Ext. Taguig City**

**October 22, 2012 - June 22, 2013**

- Ensures that appropriate actions, instructions and/or documents are provided to all office guests.
- Directly reports to the Department Head.
- Handles incoming calls.
- Assists in visitors (local/foreigners).
- Assists incoming suppliers for collections and deliveries.
- Giving and process requirements.
- Routing documents.
- Assists loan applications SSS/Pag-ibig.
- Assists the officer to their needs.
- In-charge for making the request of payment.
- Administers test to the applicants.
- Conducts initial interview to the applicants.
- In-charge for the processing and submission of employees' Daily Time Record

**Educational Background:**

University of the East	2009 - October 2012
BS Psychology	
Recto, Manila	

Bulacan State University	
BS Psychology	2008-2009
Malolos, Bulacan	

Saint James Academy	2004-2008
Secondary Education	
Plaridel, Bulacan	

Saint James Academy	2000-2004
Primary Education	
Plaridel, Bulacan	

**Personal Data:**

**Age:** 31 years old

**Gender:** Female

**Birthday:** February 24, 1992

**Birthplace:** Parañaque City

**Citizenship:** Filipino

**Civil Status:** Single

**Character Reference (Available Upon Request)**