

ISABELLE LAURENTE - DEL MONTE

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EDUCATION

Polytechnic University of the Philippines - Taguig Campus
Bachelor of Science in Business Administration
Human Resource Development Management
2016

SKILLS

Recruitment & Selection
Program Presentation
Training and Development
Performance Management
Profiling & Career Pathing
Interviews & Assessments

TECHNICAL KNOWLEDGE

Adobe Photoshop
Microsoft Office Applications (Word, Excel,
PowerPoint, Outlook, Publisher)
Applicant Tracking Systems
Online Job Boards

WORK EXPERIENCES

RECRUITING COORDINATOR - Talent Acquisition

RingCentral (Acquire BPO)

September 2020 - Present

- Scheduling phone and onsite interviews through Outlook and Workday (ATS)
- Reserving conference rooms for onsite interviews
- Keeping track of confirmations from panelists and the candidates.
- Manage the coordination and communication of interviews to candidates, hiring managers and the recruiting team
- Greet and assist candidates during their onsite interviews
- Manage existing requisitions via our ATS and make changes as needed
- Maintain records with our ATS and job posting as necessary

OPERATIONS ANALYST – RPO (Interviewer/Scheduler)

ADP Philippines Inc.

December 2018 – July 2020

- Review requisition data sheets and candidate resumes.
- Schedule phone interviews for candidates across multiple industries.
- Conduct phone interviews and document responses as accurate as possible.
- Assess candidate skill level and qualifications versus clients' requirements.
- Create recommendations for client/hiring managers.
- Schedule next step: client interviews – over the phone or onsite interviews.
- Manage hiring manager calendars and event invitations.
- Maintain ATS and reports of collated candidates per client and per requisition.
- Serve as the main POC for interview scheduling on a major client account.
- Manage trackers and projects using Trello and ATS.
- Trained to do background screening and extending offers.

CONSULTING ADVISOR – HR RECRUITMENT DEPARTMENT**Australian Skills Assessment Centre Inc. (AUSKILLS INC.)****• June 2017 – November 2018**

- Consistently monitor leads coming from multiple platforms.
- Schedule candidates for consultation and program presentation.
- Prepare and update slide presentations of the company's programs and services.
- Assess candidate's qualifications through face to face or online consultation.
- Conduct presentation on Training Visa 407 Program by providing organization information, opportunities, and benefits (group or individual)
- Facilitate mock interviews with candidates to assist them on actual HC interviews
- Organize HC interviews and assist hiring managers as needed
- In-house recruitment for both executive and non-executive positions.

RECRUITMENT TEAM LEAD – HR DEPARTMENT**Two-Way Link Job Solutions Inc. (JobQuest.PH)****January 2017 – May 2017**

- Participate in planning activities regarding recruiting strategies and service enhancements.
- Provide accelerated customer service to hiring managers of the companies/clients related to recruiting and staffing procedures and processes.
- Gather and analyze requirements from clients, projects assigned and internal management.
- Lead and guide the day-to-day activities of assigned recruiting team members ensuring workload is balanced and properly distributed.
- Invites and schedules candidates (executive positions) for interview via SMS, phone call or email
- Maintain strong working relationships as a recruitment vendor with clients
- Attend job fairs and other events related to recruiting.
- Utilize applicant tracking systems to maintain candidate information
- Sends qualified candidates' profile to clients for review
- Provides weekly and daily report to the Manager in regards to recruitment updates

RECRUITMENT OFFICER – HR DEPARTMENT**Two-Way Link Job Solutions Inc. (JobQuest.PH)****May 2016 – December 2016**

- Conduct sourcing activities and monitors the different job portals and social media accounts used by the company such as Job Street, LinkedIn, Facebook Page and Groups, company website and database
- Review job descriptions to understand the needs of the clients and to identify the right candidate
- Assesses the profile of applicants based on the given qualifications
- Conduct pre-assessment calls with candidates and verify different items such as qualifications, availability, and compensation requirements
- Invite and schedule candidates for interview via SMS, phone call or email
- Utilizes applicant tracking systems to maintain candidate information
- Send qualified candidates' profile to clients
- Keep the candidates updated on their application status
- Provides weekly and daily reports to the team regarding recruitment updates.