

Marivic Grace Manalo - Paez

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<https://hrmavic.com>

**Job Summary:**

Talent Acquisition and Recruiter with 11+ years of work experiences in sourcing and hiring top talent for healthcare professionals, dental and medical professionals, staffing agencies, manufacturing, and IT industries for both local and international companies. Skilled in full-cycle, end to end process in recruiting, and high-volume recruiting through, robust recruiting strategies, social media networking and job portals and boards.

Educational Background:

Bachelor of Science in Psychology April 2008

(De La Salle)

Certifications and Proficiencies:

- Psychometrician
- Behavioral Interviewer
- ISO Internal Auditor

Training and Development:

- People Management Association of the Philippines (Completion 2011)
 - Phone Screener (Completion 2019)
 - Next Level Exchange (Completion June 2023)
 - General Virtual Assistant (Completion 2023)
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Career Experience:**Healthcare Recruiter****Remote Work**

Rite Konnection Elmont, NY

September 2023 to March 2025

- Use various channels, including job boards, social media, referrals, and networking, to source and identify qualified candidates. (Trello, Indeed.com, LinkedIn, Crelate, 3CX, Slack, Applicant Track, Zip Recruiter)
- Evaluate candidate qualifications and skills to match them with job opportunities that align with their career goals and our clients' needs.
- Conduct comprehensive candidate interviews for multiple requisitions to assess skills, experience, and cultural fit for specific job roles.
- Engage with clients to understand their staffing needs and provide tailored staffing solutions while building strong client relationships.
- Proactively identify and engage with candidates to build and maintain a strong talent pipeline for current and future needs.
- Facilitate job offers, negotiate compensation packages, and ensure successful placements.
- Establish and maintain relationships with candidates to build a strong talent pipeline for current and future needs.
- Maintain clear and timely communication with both clients and candidates throughout the recruitment process.
- Address challenges and obstacles throughout the recruitment process to ensure successful placements.
- Handle multiple recruitment assignments, prioritize tasks, and meet deadlines effectively.

Healthcare/Dental Recruiter

RSMC Services Inc. Cucamonga, CA

February 2023 to September 2023

- Responsible in sourcing, recruiting, and evaluating US Dental Professionals (Dentist)
- Reaching out daily to providers minimum of 200 emails using Crelate and 200 text messages using Ring Central
- Building spreadsheets in Google sheets and or Excel
- Create targeted lists of candidates based off provided criteria
- Sourcing qualified candidates based on resume
- Scheduling interviews with candidates via email and communication platform (Ring Central)
- Sourcing in Crelate, Indeed, Zoominfo, Dentistjobcafe and other Social Media platforms
- Sending messages to qualified candidates on Job boards
- Providing manager with qualified resumes to call
- Updating ATS and cleaning old data out
- Formulating new job descriptions
- Posting job descriptions on provided platforms
- Completed Next Level Exchange Training Program

Senior Associate /Healthcare Recruiter

Remote Work

Neolytix – Chicago IL

January 2022 up to February 2023

- Post open job positions to different job portals / boards
- Screening of resumes for different job roles (Local and US candidates)
- Forwards assessment exam and tests to candidates (TestGorilla)
- Conducts Pre-screening interviews (Local and US Candidates)
- Coordinates and Schedules interviews to hiring manager (using MS Teams, Google Calendar, Calendly)
- Communicating necessary information to candidates (shift schedules, compensation, job description)
- Updating Applicants Tracking System (Manatal and MS Teams)
- Negotiates salary expectations to each candidate
- Prepares and Serves Pre-Offer and Fulltime Agreement to possible hire
- Assists in onboarding and kickoff meeting for new joiners
- Does the full cycle and end to end of recruitment process

Healthcare Recruiter

Remote Work

Gabtech Global LLC – Peoria, AZ

March 2020 to January 2022

- Partnership with the recruitment team in sourcing and selecting potential candidates to fill a healthcare job opening.
- Apply different job placement sources and online resources to find candidates.
- Familiarity in the different healthcare job opening specifically in nursing care for confirmation and verifications and licenses.
- Assess and evaluate every candidate and match them to appropriate job openings.
- Phone Screen candidates using (Ooma, Zopier and Ultatel Hub, Google voice, Dialpad, Ring Central, Slack and Whatsapp).
- Arrange schedule of candidate interview using (MS Teams and Google)
- Does the full cycle and end to end of recruitment process

- Source candidates for every job vacancy by the using different job boards (Scout, Nexus Laboredge and Crowdstaffing , Ceipal, Monster.com, Indeed.com, Facebook, LinkedIn and Career Builder).
- Assess and evaluate every candidate and match them to appropriate job openings.
- Does the full cycle and end to end of recruitment process

Recruitment Analyst

Eaton Corporation – FPIP

Tanauan

January 2019 to January 2020

- Serves as a Recruitment Processing Outsourcing in a Global Back Office International Company
- Reviews candidate resume to be match in specific job opening internationally
- Conducts phone screening for each qualified candidate
- Conducts unexpected phone screen calls to candidates ex. Cold Calls (using webex)
- Uploads phone screen interview notes to hiring onboarding processing system ex. Taleo
- Captures salary expectation of each candidate application from hiring using hiring onboarding processing system
- Evaluates each candidate application from hiring onboarding processing system and dispositioning them correctly and timely manner.
- Schedules onsite and open house interviews internationally
- Initiates in forwarding interview confirmation emails to potential candidate.

Document Controller

Fieldtech Specialist Inc

November 2017 up to August 2018

- Prepares all legal and corporate documents for opening of bidding conference.
- Serves as the company representative during pre-bidding and open of bidding conferences and meetings
- Prepares and facilitates in processing and completing company legal documents for corporate cases.
- Attends as company coordinator to all department in terms of corporate meeting and gathering.
- Prepares all documentation and requirements for compliance with government and non-government agencies.
- Performs as the company compliance officer on processing all certification and accreditation of the company
- Serves as company representative during sales marketing presentation.
- Makes corporate and business letters of the company.

HR Officer

Fieldtech Specialist Inc

July 2016 up to November 2017

- Performs as an overseer for operational and strategic facets of human resources.
- Performs employee counseling, formulating, and serving of disciplinary actions to all employees.
- Performs duties as organizational development in formulating performance appraisal, table of organization and job description.
- Serves as the company representative for labor relations, certification / accreditation application.
- Prepares company memos, corporate letters, certificate of employment for employees and certificate of completion for on – the – job trainee.
- Makes job offer and job contract for newly hire employees; as well serving it to them.
- Makes recommendation of an employee for job promotion and change in employment status

HR Officer for Talent Sourcing / Psychometrician

Mary Mediatrix Medical Center – Lipa City Batangas

November 2008 to January 2016

- Selection, Administer and Evaluate Psychometric test.
- Does the full cycle and end to end of recruitment process
- Conduct initial and behavioral interviewing to staffs and managers.
- Coordinates, schedule final, and panel interviews of RF and MS applicants with hiring managers, VP, SVP and President.
- Prepares Job Offer to newly hired officers and managers.
- Prepares Job Contract and Job Description for newly hired employees.
- Monitors employee movements or status using Jeonsoft HRIS.
- Review and Evaluate work force requirement for each department every year.
- Conducts telephone reference check of applicants.
- Provides company orientation for newly hired employees, internship, on the job trainee.
- Conducts trainings in How to handle Difficult People and Competency Based Interview every year for all employees
- Handles and Coordinates to different school and universities for processing or evaluation of their MOA
- Perform Exit Interviews to all resigned employees.
- Prepares employment movement contracts of employees, supervisor, officer, and managers.
- Coordinates with department managers pertaining to their additional staff against with the existing current work force
- Perform job posting interactive Jobstreet.com, websites and internal and external job post.

Admitting Assistant

Mary Mediatrix Medical Center – Lipa City Batangas

June 2008 to November 2008

- Perform as a front Liner in admitting patients.
- Interview relative of the patient for admission.
- Encode admitting details using BIZBOX Hospital
- Assist patient with their assignment

