

Valerie Prevost

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Contribute to the overall success of a progressive, innovative, growth-oriented company in a position that includes various responsibilities.

Work Experience

Talent Acquisition Specialist

Dynacare - Montréal, QC

January 2023 to October 2023

- End-to-end recruiting for various roles relating to healthcare:
 - Driver-Courier
 - Customer Care Representative
 - Health Services Laboratory Assistant
 - Medical Laboratory Technologist
 - Medical Laboratory Technician
 - Tele-Interviewer
 - Auxiliary Nurse
 - Maintenance Coordinator
- Sourcing for candidates in our company ATS as well as LinkedIn and healthcare related organization websites.
- Create internal and external postings.
- Conducting prescreening interviews on the phone and virtually.
- Coordinating meetings with hiring managers and partners to discuss needs and expectations.
- Scheduling hiring manager interviews and facilitating document sharing
- Drafting candidate salary assessments for hiring managers.
- Creating/maintaining candidate pipelines.
- Coordinating specific job testing, professional references and background checks for each candidate.
- Handling very sensitive information in a professional manner.

Recruiting Advisor

Deloitte Canada - Montréal, QC

February 2021 to January 2023

- End-to-end recruiting for various corporate roles relating to financial services:
 - US & Canadian Immigration - Case Managers and Attorneys
 - Grants & Incentives - Manufacturing and Software Engineers
 - International Tax
 - Business Tax
 - US tax
 - Transfer Pricing
 - Personal Tax

- Financial Advisory
- Economic Advisory
- Forensic Advisory
- Mergers & Acquisitions
- Sourcing for candidates in our company specific database (Success Factors) as well as LinkedIn.
- Create internal and external postings for the Deloitte Careers site.
- Conducting prescreening interviews on the phone and virtually.
- Familiarizing foreign candidates with our Immigration process.
- Administering job specific testing.
- Coordinating meetings with service line hiring managers and partners to discuss needs and expectations.
- Drafting candidate salary assessments for partners and the talent advisory team.
- Creating/maintaining candidate pipelines.
- Handling very sensitive information in a professional manner.

Customer Service Representative

OK Tire - Baie-d'urfe, QC

November 2020 to January 2021

- Handle incoming requests from dealers, transport companies and other warehouses by phone and email
- Process incoming web orders from dealers and assign them to the right warehouse or order parts from suppliers if none are available
- Process merchandise returns for end of season left over products
- Treat various inquiries from warehouses, dealers or suppliers.

Recruiter

Aerotek at Bombardier's - Dorval, QC

August 2018 to May 2020

- End-to-end recruiting for various specialized technical positions relating to aerospace (painters, cabinet makers, electricians, aircraft mechanics, avionics technicians, graduates, general labor)
- Organize recruiting events at schools, job fairs and on-site.
- Sourcing for candidates in various company specific databases (Connected, Taleo) as well as indeed, LinkedIn and Emploi-Quebec.
- Create postings for social media and recruiting sites.
- Conducting prescreening interviews on the phone, virtually and in person.
- Administering job specific testing.
- Coordinating meetings with clients to discuss needs and expectations.
- Facilitating and taking part in candidate to client interviews.
- Creating/maintaining candidate profiles and following-up with employees and clients for progress reports.
- Conduct professional references and criminal background checks for each candidate
- Handle sensitive information in a professional manner.
- Promoted after a few months, received a special merit award for excellent service to clients and candidates, quarterly contest winner 3x in a row.

Owner

Sir Veza's Restaurant - Ecuador

May 2013 to November 2017

- Took part in all matters of the business such as accounts receivable/payable, billing, accounting, purchasing, inventory and translating
- I was responsible for hiring and training all employees
- I also did some bartending, cooking and singing on special nights

Administrative Assistant

Thorburn Flex Inc. - Pointe-Claire, QC
September 2011 to June 2012

- Receptionist duties, drafting reports and correspondence
- Translating documents from French-English and English-French
- Handled shipping documentation and inventory systems
- Data entry, filing, email distribution and other administrative tasks

Personal Assistant

Bouclair Maison Headquarters - Pointe-Claire, QC
January 2011 to September 2011

to the president

- Event planning for birthdays and weddings
- Booked and planned all travel and vacation itineraries (local and international)
- Helped with groceries, dry-cleaning, activities for the kids, preparing cottage for the weekend, bringing cars to the dealership, bank deposits, ...
- Handled very sensitive information professionally
- Interviewed nannies for the children
- Helped with the cooking
- Purchasing for the company
- Any other personal or business requests

Administrative Assistant

Provan Controls Inc. - Saint-Laurent, QC
November 2009 to September 2010

- Receptionist duties, drafting reports and correspondence
- Return of merchandise
- Handled shipping documentation with transport companies
- Data entry, filing, email distribution and other administrative tasks

Administrative Assistant

West Island Glass Inc. - Pierrefonds, QC
June 2000 to October 2009

- Receptionist duties, drafting reports and correspondence
- Translating documents from French-English and English-French
- Booking installations, receivables/payables, bank deposits, cash flow, invoicing, purchasing
- Data entry, filing, email distribution and other administrative tasks

Education

High School Diploma in English/French/Spanish

Charlemagne College

2000

Skills

- English/French/Spanish
- Spoken and written.
- Languages
- Human Resources
- Talent Acquisition
- Recruiting
- PeopleSoft
- HR Sourcing
- ATS
- French