

# 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

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### **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, avionic 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

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### **High School Diploma in English/French/Spanish**

Charlemagne College

2000

## Skills

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