

ADA PRISCILA MENA

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Recruitment Coordinator

Results Oriented professional with more than 9 years is experience contributing to all type of industries.

Summary of Qualifications

- Oversee all stages of candidate experience (including application, interviews and communication)
- Maintain communication with candidates and hiring managers to keep them informed about each stage of the selection process ensuring a positive experience to all the stakeholders.
- Discover and research original sources to identify the best talent (including job fairs, colleges, social media, etc.) leading all sourcing strategies.
- Design profiles/ Performance improvement through Psychometric tests.
- Partner with the operation to identify and create standardized job profiles (performance profiles)
- Ensure quality of the process aligned with corporate standards.
- Planning and supervising recruitment processes from the candidate's recruitment up to their product training start date.
- Worked as stakeholder on the business development on the making of BPO RFP.
- Building talent pipelines for current and future job openings.
- Forecast hiring needs based on business growth plans.

Full-Cycle Hiring process • Candidates Sourcing/Screening • Interview and Assess Candidates • Compensation Negotiation • Verifying Work Experience • Recruitment to Other countries

Professional Experience

❖ Recruitment Coordinator – Partners & Ogilvy

Dominican Republic, June 2019- Current Date

Perform full cycle recruitment and has the ability to make a significant contribution to the business. The role facilitates proactive consultation and support for the integrated Talent Management model in the specialized area of recruitment.

❖ Recruitment Coordinator - Teleperformance

May 2017 – March 2019

As selection coordinator I am direct accountable for the success of the R&S team. Responsible for developing 7 talent acquisition specialists and ensuring success of the full hiring cycle, all the way up to the onboarding.

Achievements:

- Implemented Global Best practices in Sourcing, Screening, Evaluating, Interviewing and Onboarding candidates.
- Worked as strategic business partner for the hiring of key leadership roles in the local organization
- Collaborated in market research studies within Central America and the Caribbean that lead to the establishment of new geographies for the company
- Co-Develop reporting and analytics tools that help generate visibility and manageability of the hiring process
- Worked as a liaison with the internal clients on the discussion of requirements, capacity planning and profile definitions
- Key stakeholder on achieving above 100% delivery on aggressive ramp for 2016 -2017
- Customization of job descriptions according to clients' needs utilizing performance base hiring tactics.

❖ Talent Acquisition Specialist -Teleperformance

Mar 2016 – May 2017

The TAS is accountable for attracting and selecting superior talent. It is direct responsible for the candidate's experience starting at the application stage to the onboarding.

Responsibilities

- Accountable for the candidate experience
- Filtering candidates by comparing their profile to the positions' performance profile.
- Administrating the evaluation stage environment to ensure candidates are assessing to meet standards.
- Conduct face to face behavioral interviews based on competencies
- Extending job offers by leveraging EVP and setting expectations to candidates
- Ensuring a successful onboarding process by delivering all pre- hire and post hire documentation
- Meeting hiring quotas while maintaining ensuring quality to the hiring managers.
- Create a database of candidates for all positions and keeping it up to date.
- Evaluate department s KPI, Hiring Rate, Cost per Hire, Competence Tracker...
- Collaborate with the elaboration of the profiles for new Job Creations.

❖ Recruitment Specialist -Teleperformance

Feb 2015 – March 2016

Responsible to develop and execute recruiting plans to bring qualified candidates by leading the creation of a recruiting and interviewing plan to fill open positions. Develop a pool of qualified candidates in advance of need. Utilize the Internet for recruitment: Post positions on appropriate Internet sources, research new ways of using the Internet for recruitment, evaluate the candidates attracted by social and professional networking on company sites.

❖ Adm. Assistant / HR. Recruiter - Aromesa International

Jan 2009 – Dec 2010

Location Santo Domingo

Develop and execute recruiting plans. Lead the creation of a recruiting and interviewing plan for sealing positions efficiently and effectively fill open positions.

Accomplishments

As a Talent Acquisition coordinator, I have experience managing teams.

✓ 2014 **Promoted** to Recruitment after 6 Top Performing months during Production.

✓ 2016 **Promoted** to Talent acquisition

- Represented 50% of the department's productivity in a team of 5 employees.

✓ 2017 **Promoted** to Departments Coordinator

- Awarded Employee of the Year (Teleperformance Excellence Awards 2017) due to 2016 & 2017 performance

✓ Increased department's productivity to a 357% during 2017 and month to date. We attracted 11,201 candidates to hire 890 new employees in 4 months.

Education and Certification

Diploma – *Strategic Direction of Human Resources* | 2014 | Attraversare

Psychology (AIU). Atlantic International University | 2019 | United States

Certification – *Interviewing Techniques* | 2014 | Attraversare