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WORK EXPERIENCE

Sourcing and Selection Country Recruiter

Verizon Communications Inc.

2F Plaza D, Northgate Cyberzone, Filinvest Corporate City

Alabang, Muntinlupa City, 1781 Philippines

February 2017 to Present

The Sourcing and Selection Country Recruiter provides full life-cycle recruiting support across their allocated geographic region. Supports allocated region/country independently while continually collaborating with the Functional Delivery Lead to ensure that all requisitions are resourced adequately. Acts as an SME and be simultaneously required to support the business by providing industry / market intelligence to ensure giving a best practice recruitment solution.

Functional Responsibilities:

- Maintaining a network of contacts to help identify and source qualified candidates
- Reviewing applications and interviewing applicants to assess suitability; conduct telephone and in-person
- Development and implement effective passive and active candidate generation strategies and tactics
- Support and develop hiring strategies to determine current and future business needs
- Execute sourcing and provide support across the full life cycle of recruitment
- Compile market analysis, reports, and make recommendations on market/competitor activity (acting as a market SME)
- Obtain guidance from manager and senior-level team members as necessary in order to provide strategic staffing support to assigned client base (including any business aligned strategic hiring programs / projects)
- Attend career fairs and other community and professional recruitment events to pipeline talent
- Utilize a variety of resources to source candidates including: job boards, cold calls, headhunting creative online searches, internal job posting site, and employee referral programs
- Collaborate across the TA team to deliver consistent staffing practices/procedures as aligned to your respective region/geography
- Maintain applicant records and activity in the required systems/tools;
- Ensure that all procedures/process are in full legal compliance (including appropriate local legislation requirements)
- Continuously seek to improve efforts, processes and procedures while consistently tracking the effectiveness of sourcing methods
- Assist in meeting talent acquisition metrics

Talent Acquisition Consultant (IT Recruitment)

Hewlett Packard Enterprise

Two World Square, McKinley Hill, Taguig City

March 2016 – January 2017

Responsibilities:

Maintains relationships with hiring managers within a business and sub-region; develops relationships with key decision-makers.

- Drives and supervises the achievement of the hiring targets for the sub-region, including time to fill, cost per hire, graduate, diversity and hiring manager and candidate satisfaction.
- Manages the beginning to end staffing process within the sub region; implements sourcing strategies within the sub regions, screens candidates, provides a short list of candidates, coordinates interviews, creates offer letters, and facilitates relocation.
- Counsels with managers on the hiring process and ensures that managers are in compliance with corporate and government policy.
- Establishes relationships with vendors and Business Process Outsourcing (BPO) to meet the needs of the staffing plan.
- Provides support on hiring initiatives where there is staffing impact.
- Uses significant business knowledge and subject matter expertise to contribute to the execution of the staffing strategy, including talent attraction, hiring, relocation, and the contingent workforce.
- Contributes to country-wide initiatives that impact one business or function.
- Participates in major projects that have a country- or region wide impact.

Sr. Recruitment Associate (IT and Corporate Recruitment)**EGS (Expert Global Solutions)**

12th Floor Three Cyberpod Centris, South Tower, ETON Centris

EDSA cor Quezon Avenue, QC

August 2011-May 2015

Responsibilities:

Coordinate and lead activities for Recruiting Department. Assist in the creation and implementation of recruitment strategies for the site, and test results against the plan.

- Serve as a Subject Matter Expert (SME) in the areas of Recruitment Operations (Applicant processing, Communication Skills Assessment, Computer Based Exam, Profiling), Account handling, Audit and Compliance
- Assist in the creation and implementation of recruitment strategies for the site, and test results against the plan. Administer appropriate adjustments to plan in order to provide the site or multiple locations with required labor in a timely fashion.
- Manage the full lifecycle recruitment processes.
- Confer with hiring managers to identify hiring needs and document detailed search assignments to ensure an understanding of job duties and responsibilities and business requirements.
- Confer with recruitment management to identify manpower needs, planning strategies and search assignments.
- Source candidates for each open positions as well as leverage online recruiting resources and in-house applicant tracking systems to identify qualified candidates.
- Build and maintain a strong and effective candidate pipeline possessing key talent potentially available for immediate hiring and for succession planning.
- Develop and maintain a network of contacts to help identify and source qualified candidates.
- Where applicable, coordinate with recruitment agencies/ headhunters.
- Review resumes, credentials and qualifications for appropriate skills, experience and knowledge of candidates in relation to position requirements.

- Provide complete and accurate information to candidates about the company and the position.
- Conduct screening interviews, create shortlists for hiring managers and coordinate Skills Behavioral Interviews and Validation Interviews and manage all scheduling and logistics of all interviews between candidates and hiring managers.
- Conduct thorough candidate reference checks.
- Set and manage candidate expectations and prepare them for interview with the hiring managers.
- Perform administrative tasks to complete candidates' on-boarding process e.g. turn-over of documents and paperwork to HR, create online employee records, and send on-boarding notices to hiring managers.
- Prepare and extend contract offer letters of promotion, transfer and offer of employment to selected candidates under the direction of the hiring managers and within the guidelines of the company's compensation policy.
- Maintain accurate and well-ordered documentation on all candidates, searches, hiring manager interactions, and other recruiting activities to ensure a safe and thorough audit as required.
- Work cooperatively with all members of the team to develop and implement appropriate staffing plans and recruitment strategies for recruitment.
- Develop and maintain strong and excellent working relationships within Human Resource, Operations Team, hiring managers, vendors and team members to build credibility and to create partnerships that yield successes.
- Maintain knowledge of recruitment strategies, trends and techniques by attending workshops; reviewing professional publications; establishing personal networks; participating in professional societies to have a competitive recruitment practices.
- Report Generation

Senior Recruiter Level II

IT Recruitment

PSG Global Solutions

Professional Staffing Group

Peak Tower, Ayala Avenue, Makati City

January 2011-July 2011

Responsibilities: directly responsible for the delivery of off-shore based recruitment services to our clients in the US, the role covers different tasks in the area of active and passive sourcing, pre-assessment, candidate and employer scheduling as well as ongoing candidate engagement, the role also includes detailed candidate assessment and on-boarding coordination, involves direct contact with overseas candidates and clients.

Sales and Service Representative

Convergys Philippines Services Corporation

Glorietta 5 Ayala Avenue, Makati City

May 2007-Sept. 2010

Responsibilities: to make outbound calls for the purpose of doing customer service satisfaction survey with the client's target market, to be sensitive of respondents requests and concerns, to respond with empathy, to type-in customer responses simultaneously, quickly and accurately, to meet the specific standards of the various clients

Achievements: “Power of One” recognition for the several months for significant contribution to the team’s overall performance

EDUCATION

Bachelor of Science in Electronics and Communications Engineering
University of the Philippines
Diliman, Quezon City
2004-2008

Manila Science High School
Taft Avenue corner Padre Faura
Malate, Manila
2000-2004

SEMINARS/TRAININGS ATTENDED:

- Recruiting at Verizon 2
Presentation Skills and Consultative Communication
10 Collyer Quay, 16th Floor
Ocean Financial Centre, Singapore 49315
July 24 -25, 2018
Verizon Communications
- Talent Market Mapping using LinkedIn Recruiter
June 28, 2018
Conducted by: Somi Jacob
LinkedIn
- Behavioral Interview Workshop
September 23, 2016
Conducted by: Aleth De Las Armas
Hewlett Packard Enterprise
- IT Recruitment Training
August 5, 2016
Conducted by: Aui Villanueva
Hewlett Packard Enterprise
- Targeted Selection Interviewing
March 2015
Conducted by: EGS Training Team
Expert Global Solutions

TECHNICAL KNOWLEDGE

- Microsoft Office (Word, Excel, Power Point and Outlook)
- Taleo Applicant Tracking System
- C/C++ programming
- Java programming
- Python programming

- HTML
- CSS
- Bootstrap
- Django Framework
- Windows Operating System
- Linux Operating System

REFERENCES AVAILABLE UPON REQUEST