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## SKILLS

- Social Media Management
- Recruiting/Headhunting
- Data Entry
- Data Analysis
- Content Writing
- Project Management
- Human Resource
- Cold Calling
- Email Marketing
- Product Development  
(Documentation)

## LANGUAGES

- English
- Filipino

## EDUCATION

### UM Panabo College, 2014 - 2018

Bachelor of Science in  
Business Administration Major  
in Human Resource  
Management

# MARIA ANGELICA A. ATTA

## TALENT ACQUISITION SPECIALIST/PROJECT MANAGEMENT

### PROFESSIONAL EXPERIENCE

Worked as a Talent Acquisition/Recruitment Specialist for almost 5 years and knowledgeable in the end-to-end recruitment process for different Engineering Industries. Recently worked in a start-up technology company , taking on multiple roles. Highly adaptable, independent, and resourceful.

### WORK EXPERIENCE

#### **1NURSE.COM Pte. Ltd. | Program Director, Recruiter, Marketer - Social Media/Digital Marketing, Sales**

**April 2021 - July 2025**

##### **Marketing (Social Media, Digital Marketing)**

- Handling all social media accounts of the company (Facebook, Instagram, LinkedIn, Twitter, and TikTok)
- Research and present new marketing ideas to be posted on social media accounts
- Weekly review of social media analytics to check which contents have the most engagement and conversion.
- Organize webinars that helps in the company's user growth and growth of social media followers and reach.
- Use software for Email Marketing
- Company Branding, Marketing Strategies, and Execution of Marketing Plans

##### **Executive Assistant**

- Manage the appointments of the external parties to the CEO
- Occasionally send and reply to emails on the CEO's behalf
- Occasionally use the CEO's LinkedIn account for reaching out to important third-party

## **SALES**

- Create leads and reach out to leads using LinkedIn
- Do cold calling and cold emailing
- Prepare and do demos for prospect clients

## **RECRUITMENT**

- Do internal recruitment for the company from job analysis to onboarding.
- Do external recruitment for the client's recruitment needs.

## **ADMIN**

- Create and draft company policies
- Send important company announcements through emails
- Monitor employees leaves and absences
- Cater to employees' issues and concerns
- Follow-up on employees

## **PROGRAM DIRECTOR/Product Development**

- Research and Plan the features of the new mobile project of the company.
- Work closely with UX/UI Designer for the designs in the new mobile app
- Work closely with the Development team for the progress/development of the app for any necessary changes.
- Lead the hiring of the project stakeholders.
- Lead the marketing and promotion of the project.

## **QuEST Global Services | Talent Acquisition Specialist**

**December 2017 - August 2020**

- Liase with the recruitment manager and recruitment consultants regarding the current requirements
- Sourcing of applicants from different job portals.
- Job posting (Monster, Indeed, Jobstreet, Gumtree)
- Calling of shortlisted candidates (Indians, Singaporeans, Chinese, Indonesians, Malaysians)
- End to end phase of Recruitment Process
- Worked on different Engineering Positions vacancies