

Contact

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(LinkedIn)

Top Skills

Corporate Recruiting
Resume Writing
Resume Review

Certifications

Building a HIPAA Compliance Program
Technical Recruiting
Tech Recruiting Foundations: 2
Understanding Hardware and Operating Systems
Virtual Recruiting
Align Recruiting with Job Requirements

Paul F.

Recruiter @ ATHENA HR Talent | Upwork Top Rated Plus Recruiter
| Talent Acquisition
United States

Summary

Proficient in strategic candidate sourcing, conducting interviews, and managing hiring processes while consistently following industry best practices.

- Efficiently deliver well-qualified candidates to fill your vacant positions with a strong focus on customer satisfaction.
- Assist candidates in securing employment for temporary, contract-to-hire, and permanent positions.
- Provide end-to-end hiring management services that span the entirety of the recruitment process.
 - Source and recruit candidates by using databases, social media, job boards, resume searches, etc.
 - Evaluating candidate skillsets in alignment with client requirements, conducting thorough phone screenings and interviews, conducting reference verifications, composing various forms of correspondence, and much more.

Experience

ATHENA Consulting

Recruiter

April 2024 - Present (9 months)

- Collaborated with Account Managers to achieve team goals by sourcing, screening, and qualifying candidates.
- Developed effective sourcing strategies to prioritize customer expectations and build talent pipelines.
- Implemented creative techniques like sourcing campaigns and social networking to generate referrals and attract top talent.

Upwork

Professional Recruiter

January 2022 - Present (3 years)

- Conducted resume screening to match qualifications with job needs and assess candidate fit.

- Led phone screening interviews to evaluate candidate interest, qualifications, and cultural alignment.
- Collaborated with managers to define candidate profiles, create reports, and offer recommendations for progression.

Herewith

Hiring Manager

February 2023 - August 2023 (7 months)

San Francisco Bay Area

As a Hiring Manager at Herewith, I successfully managed candidate acquisition, conducted assessments, and fostered positive relationships with caregivers.

- Utilized various platforms and databases for candidate acquisition.
- Conducted assessments to evaluate caregiver skills and soft skills.
- Fostered positive relationships with caregivers and assisted in app utilization.

Abbella Medical Staffing

Staffing Manager | Senior Recruiter

January 2021 - January 2023 (2 years 1 month)

Owings Mills, Maryland, United States

- Managed client-provider liaisons, coordinated schedules, and ensured effective communication for exceptional care.
- Supervised healthcare professionals, resolved conflicts, and maintained compliance for operational excellence.
- Conducted interviews, onboarded healthcare professionals, and utilized various platforms for applicant sourcing.

Everise

Customer Service Representative

April 2020 - December 2020 (9 months)

- Managed high-volume customer communication via calls, chats, and emails to promptly resolve inquiries.
- Introduced new products/services to enhance customer satisfaction and drive sales conversion.
- Resolved customer issues meeting company performance metrics and identified process enhancements for better service.

Natural Therapy Pages

Sales Representative

August 2016 - October 2019 (3 years 3 months)

- Spearheaded the launch of Natural Therapy Pages in Manila, showcasing over 15,000 practitioners and their health services.
- Conducted cold and warm calling to drive new business, emphasizing professionalism and integrity in all communications.
- Maintained a database of prospects, moving them through the sales cycle with a friendly and professional approach.

WNS Global Services

Senior Sales Associates

June 2011 - May 2016 (5 years)

- Managed high volume of inbound calls from U.S Clients for car rental facilities and multinational Hotels & Resorts.
- Resolved complex issues, built customer loyalty, and exceeded call center volume and sales goals by up to 135%.
- Completed customer service training modules, conflict management, and operational management for senior associates.

PacificHub Corporation

Senior Sales Associates

October 2006 - June 2011 (4 years 9 months)

- Successfully sold online listing and SEO services to B2B clients, exceeding sales targets consistently.
- Managed client relationships and provided customized online listing & SEO strategies to meet clients' needs.
- Maintained accurate CRM records and provided regular sales reports to management.

Education

ACLC College

Computer System Design and Programming, Computer and Information Sciences and Support Services