



**JEISON ARTURO RIOS
CASTAÑO**
29 Years old

Human Talent Assistant

PROFILE

Business Administration student (Ends May 2023), Technologist in Human Talent Management and IT Technician, with experience in recruitment, attraction, appointment of personnel, interviews, application of psychotechnical and personality tests of talent from the IT sector for backend profiles, frontend, Fullstack, DBA, BI, QA, Infrastructure, bilingual. Experience in the use of LinkedIn and EImpleo selection platforms, payroll through World Office, settlement of social security contributions in Online Contributions, news reporting, hiring, settlement, vacations, internal customer service and physical file management and human talent digital. Excellent management of Microsoft Office (Excel, Word, Access), HTML5, CSS3, javascript and GitHub pages for the development of static web pages.

Proactive, self-taught, motivated by continuous learning, organized and with an excellent attitude.

TECHNICAL COMPETENCES

Operative Systems: Windows 7-10, Linux Mint.
Selection platforms: EImpleo, LinkedIn.
Tools: Outlook, Asana, VSC, TeamViewer, AnyDesk.
Databases: SQL Server SSMS, Access, Excel.
Programming Languages: HTML5, CSS3, JS.

CONTACT

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ACADEMY

Uninpahu – Technologist in Human Talent Management
January 2018 – December 2020

Foundation Carlos Slim - Technician in Information Systems
December 2019 - May 2020

CertiProf – Scrum Foundations
March 2022

EXPERIENCE

Softtek – IT Talent Attraction Specialist
October 2022 – Currently

Training of personnel in IT Selection, gathering of Selection requirements, definition of profiles, IT talent consulting, Recruitment, attraction, appointment of personnel, interviews, application of technical tests in the technological sector, profiles: Backend, frontend, fullstack, Technical Lead, Business Analysts, Marketing Managers, Project Managers, Bilinguals, DBA, BI, QA, Middleware, Infrastructure, Public Tenders (recruitment associated with the tender specifications) elaboration of interview reports.

Asesoftware – IT Recruitment Specialist
January 2022 – September 2022

Recruitment, attraction, appointment of personnel, interviews, application of technical tests in the technology sector, profiles: Backend, frontend, fullstack, Technical Lead, Business Analysts, Marketing Managers, Project Managers, Bilingual, DBA, BI, QA, Middleware, Infrastructure, Public tenders, (recruitment associated with the specifications) preparation of interview reports.

Samtel Consultores S.A. – Human Talent Assitant
August 2019 – January 2022

Recruitment, attraction, appointment of personnel, interviews, application of technical and personality tests in the technology sector, profiles: Backend, Frontend, Fullstack, Bilingual, DBA, BI, QA, Infrastructure, reporting, hiring, presentation of shortlist, visit to clients, survey of personnel requirements, control of references, validation of certifications, elaboration of contracts, labor certificates, control of digital and physical files.

Unisono - Teleoperador BackOffice
October 2018 – July 2019

Management and monitoring of requests, to provide technical solutions to users of telecommunications services for the Spanish company Orange TM, as well as validation, insertion and modification of records in relational databases with the SQL Server 2008 management system. Portability of lines, recalculation of invoices, application of fertilizers and communication fluency with customers. Experience in managing Peoplesoft, Guis (extranet), Siebel, Abacus, Tibco, Fenix, Icp, Portanet, Altaír, Ged and Kenan applications.
Reason for withdrawal: Beginning of Internships.

Aportes en Línea (Ventas y Servicios) - Advisor
December 2017 – March 2018

Settlement of the PILA payroll (integrated payroll for the settlement of contributions) in social security, news report and management of the Fanaia web application of the company Aportes en Línea. I acquired extensive knowledge in the payment of social security contributions AFP, EPS, ARL, CCF, FSP, MEN, SENA. News report and severance pay. Serving independent clients and companies.
Reason for withdrawal: Fixed term contract.

Colsubsidio – Cashier
July 2016 – November 2017

Customer service, cash accounting, cash handling, custody of securities, cross-selling of intangible products, among them, placement of credit cards and life insurance established by the Colsubsidio sales plan.