

# Marion Christian Gacud Macaraig

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282 Centro, San Jose Patag, Santa Maria, Bulacan

<https://marionmacaraig.vercel.app/>

## OBJECTIVE

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To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth.

## PROFESSIONAL EXPERIENCE

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Admin Support | Data Encoder June 2023 - Present

ProjectEngage, Inc. (Client: Jollibee Worldwide Services) • GF Jollibee Center Bldg., San Miguel

Ave., Ortigas, Pasig, Metro Manila, Philippines

- Maintain and update candidate records in Applicant Tracking System (i.e., update candidates' status, upload applicant files, update tags, notes, etc.)
- Sending invitation links to apply emails to the candidates.
- Sending online assessment to the candidates.
- Sending regret letter to the candidates.
- Responsible for encoding onboarding candidate's details into the system.
- Perform any other office tasks that management requires assistance with assisting in following up with candidates for SAP account creation and etc.
- Confirm that entered data accurately aligns with original documentation.

## EDUCATION

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Bachelor of Science in Computer Science June 2016 - June 2021

Immaculate Conception I - College of Arts and Technology

## TECHNICAL SKILLS

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- Data Encoding.
- Familiarity with Recruitment Tracker.
- Recruitment Software (Manatal and SuccessFactors.)
- Proficient in MS Office Suite (Word, Excel, Outlook.)
- Web (HTML5, CSS3, WordPress and, PHP programming language.)

## CHARACTER REFERENCE

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- References are available upon request.