

MANUEL VECINO

TALENT ATTRACTION AND RECRUITING

+57 315 345 8775 - mfvecinom@gmail.com

PROFESIONAL PROFILE

Business Administrator with company experience in talent attraction, recruitment and selection processes specialized in the IT Area and multiple corporate roles. In the social field I have played an important role in leadership courses, volunteering programs and social projects. Academically excellent, finding fulfillment in learning and teaching. A committed leader with the Colombian society, conscious about most of the problems that nowadays afflict the country and the world, searching day by day in the corporate world, social initiatives, and academic environments a solution for those problems through skills like leadership, service, and responsibility.

SKILLS

- Advanced Knowledge of Microsoft Office (Excel, Word, and PowerPoint).
- Knowledge in talent and candidate management tools such as ATSs, CRMs, LinkedIn Recruiter, Eempleo, Search Engines and other tools for recruitment.
- Technical Knowledge for IT Recruiting in topics such as programming languages, frameworks, tools, and services.
- Basic knowledge in programming with HTML, CSS, and JavaScript.
- Basic knowledge in design and video-editing programs such as Adobe Photoshop, Illustrator and Premiere.
- English advanced level.
- Portuguese intermediate level.

EDUCATION

FORMAL

- **Bachelor's Degree in Business Administration** • 2014 - 2018 • Pontificia Universidad Javeriana
Degree work: Positioning campaign "Busca tu sello" for the Invima.
Career GPA: 4.2.
- **Master's degree in Business Analytics** • Starting February 2024 • Universidad del Rosario

COURSES

- **Strategic Management of Human Talent** • 2022 • Hispanic Institute of Utah – Pioneros Latam
- **Basic Programming Course** • 2022 • Plazti
- **Certified internet recruiter** • 2021 • AIRS
- **Certificate in digital marketing strategies** • 2021 • Politécnico Superior De Colombia
- **Certificate in college teaching** • 2018 • Politécnico Superior De Colombia
- **Human resources workshop** • 2018 • CET

WORK EXPERIENCE

FULLSTACK LABS • 2023

SENIOR RECRUITER

- Specialized recruitment for multiple clients mainly located in the United States. The recruited profiles were mainly related to technology, as well as sales and operations. Candidates from the whole Latin American region, India, Pakistan and the US.
- Supporting candidates along the recruiting process full cycle.
- Candidate sourcing through multiple platforms.
- Conduct negotiations of offers and counteroffers for candidates.
- In charge senior recruiter of a team consisting of 2 mid-level recruiters and a sourcer.
- Participated in multiple initiatives related to knowledge transfer and talent attraction.

Main tools used were: LinkedIn Recruiter, HubSpot, Lever ATS, Google Sheets, Slack, Jira, Notion.

EPAM • 2022 – 2023

RECRUITER

- Recruitment of specialized profiles for multiple projects within the company. Profiles related mainly with IT, in areas such as Software Architecture, Development, Testing, Infrastructure, Security, Business/Product Analysis, and more. Candidates were located in the whole Latin American region, including Brazil.
- Candidate sourcing through multiple platforms.
- Interview candidates and supporting them through the full cycle recruiting process.
- Lead additional initiatives like a training for the Talent Acquisition team in the technology topics.

Main tools used were: LinkedIn Recruiter, El Empleo, Indeed, EPAM ATS, Microsoft Excel, Microsoft Teams.

BLACKBOARD • 2021 – 2022

RECRUITER

- Full-cycle recruiting, selection and hiring of candidates for the internal positions of the company, including sales, HR, operations, design and IT roles. Candidates were mostly located in Colombia and Brazil.
- Competency-based interviewing and technical questions for the required roles.
- Lead new projects and initiatives such as employer-branding new tools for the company, a talent attraction program, an internship program and a refurbishing of the interviewing/selection process.

Main tools used were: LinkedIn Recruiter, El Empleo, Jobvite ATS, Microsoft Excel, Microsoft Teams.

BAIRESDEV • 2019 - 2021

STAFFING ANALYST • 2020 – 2021

- Receiving client's requirement for new positions and analyze them to place the correct candidate in each specific position.
- Manage between 70-80 parallel client requirements (positions), mainly for Front-End development and PHP roles. This implies setting expectation with the clients for the time in which the candidate will be delivered, prioritizing openings to deliver the best value to the company and the clients, placing the best candidate possible in each one of the openings.
- Validating candidate's technical skills through multiple evaluation tools such as HR Interviews, coding challenges, technical interviews, technology tests or live exercises.
- Negotiating offers, building candidate's contracts and presenting the candidate to the final client.

Main tools used were: Microsoft Excel, BairesDev ATS/CRM.

IT RECRUITER • 2019 – 2020

- Interviewing candidates for technical positions for clients and within BairesDev.
- Cold-Calling and first contact candidates to start a selection process with them.
- Creation of reports of candidates interviews and processes.

Main tools used were: LinkedIn Recruiter, BairesDev ATS/CRM, Skype.

PEPSICO • 2017 - 2018

TALENT ACQUISITION INTERN

- Managing the security test processes for the candidates in front line vacancies. This task involved verifying the security test results, informing the temporal services company about the candidates results and verifying each candidate legal background.
- Carry out the attraction and selection process for the Intern vacancies at the company. This task involved contacting universities, execute employer brand impulse events like job fairs. Contact students to start the selection process and to do CVs filtering and phone pre-screenings.
- Support selection processes for the company vacancies.

Main tools used were: Microsoft Excel, El Empleo, Caprendizaje SENA, PepsiCo ATS.

VOLUNTEERING EXPERIENCE

COLOMBIA CRECE FOUNDATION • 2019

TEACHER

- Teacher of the Science, and Spanish classes to students in 7th, 8th and 9th grade.