



# Meynard Ebojo

## Registered Psychometrician

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Tagbilaran City, Bohol

### SUMMARY

Licensed psychometrician with a background in training and recruitment. Approaches roles with enthusiasm, professionalism, and a solutions-oriented mindset for efficient handling of complex situations. Seeks a supportive organization to leverage knowledge for success and professional growth.

### KEY SKILLS

- Recruitment & Talent Acquisition
- Skilled in team collaboration and leadership
- Solutions-oriented problem solver
- Good interpersonal and communication skills
- Rapid and adaptable learner
- Capable of multitasking effectively
- Committed to achieving high standards
- Exceptional time management skills
- Empathetic and understanding in professional interactions
- Proficient with Google Workspace, Microsoft, and Presentation Software

### PROFESSIONAL EXPERIENCE

#### TalentHero x Lewis Personnel Japan | Feb 2025 - Jun 2025 Recruitment Consultant

Admin Floor, Alturas, Gallares Street, Tagbilaran City, Bohol 6300

- Recruitment
  - Analyze job descriptions for both corporate and technical roles.
  - Collaborate with hiring managers to understand role requirements.
  - Create and update job descriptions for various positions.
  - Do active and passive sourcing for candidates in various roles in the Philippines, Singapore, Vietnam, and the Japanese market – posting job advertisements to attract talent on LinkedIn and directly messaging candidates on LinkedIn and via email.
  - Utilize LinkedIn Sales Navigator and RPS to target specific job titles.
  - Communicate with candidates, respond to inquiries, and ensure a positive experience.
  - Conduct cold calling and email outreach using the company tracker.
  - Screen and shortlist applications for various roles.
  - Book meetings and conduct initial interviews for both corporate and technical roles.
  - Create formatted CVs of qualified candidates and proceed with the endorsement.
- Business Development
  - Reach out to C-levels and founders in Singapore, Vietnam, the US, UK, and Canada through LinkedIn to offer EOR services and other solutions.
  - Schedule and coordinate client discussion meetings with the CEO and Director of TalentHero.

#### Tagbilaran City DRRMO | Jul 2024 - Aug 2024 Student Intern

H. Zamora St. Brgy. Dampas, Tagbilaran City, Bohol, 6300

- Conducted interviews with employees to assess their well-being as responders
- Created reports for case analysis based on the interviews and conducted a study on the findings
- Assisted in monitoring weather advisories and incident reports

#### Tagbilaran City HRMDO | Feb 2024 - Apr 2024 Student Intern

J.A Clarin Street cor. E. Calceta Street, Cogon, Tagbilaran City, Bohol, 6300

- Assisted with filing, organizing, and updating employee records.
- Distributed HR-related documents, such as memos, forms, notices, and directives.
- Helped create training directives and revised the Citizen's Charter.
- Participated in employee training and development sessions as a coordinator or assistant.
- Assisted with the recruitment process, including screening initial applicants and calculating exam results.
- Encoded and maintained digital HR records.
- Designed posters for various city events.

#### Development Bank of the Philippines | Apr 2023 - May 2023 Summer Practical Training Program for DOST-SEI Scholars

Carlos, P. Garcia Avenue, North, Tagbilaran City, Bohol

- Observed and supported banking operations in customer service and account management.
- Reviewed transaction details for accuracy.
- Assisted in opening, reactivating, and updating client accounts.
- Performed clerical tasks such as data entry, document scanning, and filing.
- Supported front desk operations and responded to client inquiries.

### LEADERSHIP BACKGROUND

2019 - 2021

#### RCY Welfare Service Chairperson

RCY-Chapter Youth Council  
Philippine Red Cross-Cebu Chapter

2018 - 2020

#### RCY Treasurer

RCY-Chapter Youth Council  
Philippine Red Cross-Bohol Chapter

2018 - Present

#### Peer Educator

HIV AIDS and Substance Abuse  
Philippine Red Cross-Bohol Chapter

2018 - Present

#### PRC Bohol Welfare Volunteer

Red Cross Action Team - Welfare  
Philippine Red Cross-Bohol Chapter

2018 - Present

#### Instructor

Emergency First Aid  
Philippine Red Cross-Bohol Chapter

2018 - Present

#### Instructor

Leadership Development Program  
Philippine Red Cross-Bohol Chapter

### EDUCATIONAL

#### Bachelor of Science in Psychology

Bohol Island State University-Main Campus

### LICENSURE & SCHOLARSHIP

Board Licensure Examination for Psychologist and Psychometrician

**BLEPP Passer**

Department of Science and Technology-Science Education Institute (DOST-SEI)

**DOST Scholar**