

Puja Venkataraman

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Profile

Dynamic administrative professional with a proven track record of providing high-level support to C-level executives and founders in fast-paced, growth-oriented environments.

Work Experience

06/2019 – present
Redwood City,
United States

Recruiter/Executive Assistant California People Search

- Assisted CEO in calendaring and scheduling of internal candidates and clients
- Managed all calendar, and also personal assisting duties of my CEO including travel, expenses, and payroll
- Collaborated with clients' Hiring Managers to assess business and recruitment needs, successfully sourcing, screening, and presenting candidates from initial contact to closing offer
- Operated as a full cycle recruiter, managing business development, sourcing, and account management responsibilities
- Managed multiple requisitions, including executive and non-executive hires in Start-up, financial services, banking, and venture capital sectors focused on Administrative, Operations, Finance, Legal, Accounting, Sales and Marketing, and Human Resources positions
- Trained and supervised offshore team of sourcers in the Philippines
- Provided guidance to CEO on special projects related to rebranding on social media and marketing presence, as well as improving data integrity
- Negotiated competitive compensation packages for new hires to uphold company's reputation as an attractive employer
- Conducted thorough candidate screenings resulting in high-quality interviews and placements.

11/2010 – 07/2019
San Francisco,
United States

Executive assistant/Internal Recruiter Riviera Partners

- Managed day-to-day functions for the Managing Partner and Co-founder, overseeing scheduling, travel planning, expense reports, project preparation, international and domestic travel, communications, reviews, and budget planning
- Led event planning projects such as Casino night, holiday dinners, and birthday roundtables
- Monitored costs and expense reports, negotiated vendors contracts
- Functioned as back-up EA for additional executives on an as-needed basis
- Responsible for all internal recruiting and HR operations in absence of a VP of HR for 6 months
- Orchestrated scheduling and coordinated up to 13 simultaneous searches with multiple scheduling between clients and candidates
- Enhanced administrative operations and contributed to the development of new strategies to streamline operations, improve efficiency, and workflow
- Coordinated and managed offsite events, including Retained Partner Meetings, Board Meetings, Operations Committee meetings, and internal team building meetings.

Skills

Calendaring

International Travel

CRM

Management

International
Experience

Training

Event Planning

★ Strengths

Strong interpersonal skills,

Exceptional communication abilities,

Extensive experience in recruitment,

Proven track record,

Strategic thinker,

Team player.

Leadership

Hobbies

 Capturing
moments

 Feeling the music

 Travelling

 Exploring
different cuisine

 Yoga

Education

05/1994 – 05/1998
Bluche, CH, Switzerland

International Hospitality Management | Bachelor of Science Les Roches

- Excelled in International Hospitality Management program with a focus on Business Administration
- Demonstrated proficiency in managing hospitality operations on a global scale
- Applied strategic thinking and problem-solving skills to address complex challenges in the hospitality industry
- Collaborated with diverse teams to deliver exceptional guest experiences and drive revenue growth
- Completed coursework in finance, marketing, and human resources to enhance business acumen in the hospitality sector