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

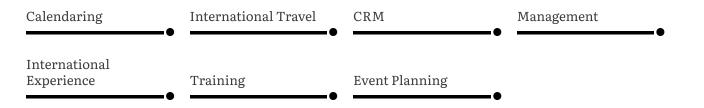
- Assisted CEO in calendaring and scheduling of internal candidates and clients
- Managed all calendar, and also personal assisting duties of my CEO including travel, expenses, and payroll
- Collaborated with clients' Hiring Managers to assess business and recruitment needs, successfully sourcing, screening, 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.

基 Skills



Strengths

Exceptional communication abilities, Strong interpersonal skills,

Extensive experience in recruitment,

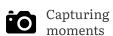
Proven track record,

Strategic thinker,

Team player.

Leadership

Hobbies











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