





DIANE LAINE HERNANDEZ

SOURCING SPECIALIST

CONTACT

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EDUCATION

**Beatitudes Technological and
Theological College Foundation**
2019-2021
Healthcare Services NC II

**Cavite State University - Main
Campus**
2014-2016
BS in Medical Technology

SKILLS

- Willing to learn and to be trained
- Highly Motivated
- Adaptability
- Computer Skills
- Productivity Software
(Microsoft Office, Google Workspace)

CERTIFICATIONS

- Intro to LLMs for Productivity (Sales, Marketing, Product)
- Creating Job Ads in Canva
- Navigating Zendesk
- AI in Digital Marketing
- AI & LLM Foundations

PROFILE

I am a flexible person seeking employment which will allow development, growth and make use of my existing skills. I am a competent, loyal, hard working employee with the ability to achieve tasks when working alone or as part of a team.

WORK EXPERIENCE

SOURCING SPECIALIST
Coforge BPS Philippines
March 2024 - Present

- Do the first-round screening for applicants & ensure a strong candidate experience
- Endorse and meet the daily target pre-screened profiles to recruiters.
- Drafting & publishing attractive job advertisements and managing responses.
- Engage with the applicants about requirements to drive applications & referrals.

SOURCING SPECIALIST
Appen Services Philippines
May 2022 - November 2023

- Involve in recruiting candidates
- Involve in building effective and strategic advertisements and communications for better crowd engagement
- Research new technologies to understand the requirement/s better.

DATA PROCESSING ASSOCIATE
Appen Services Philippines
December 2017 - April 2022

- Annotation of all types of data
- Transcription
- Provide judgment on image, video, and audio tasks
- Data Collection
- Quality checking of data