# Getty Chavez-Manabat

# 09621601837/ [gettychavez@gmail.com](mailto:gettychavez@gmail.com) / www.linkedin.com/in/getty-chavez-074614a

Cavite, 4110

A competent and hardworking professional with talent sourcing and recruitment experiences in high-volume staffing in the BPO and RPO industries for more than 10 years. With knowledge in other facets of Human Resources such as benefits administration, payroll, HR policies and procedures, employee relations, and, end-to-end recruitment with other corporate sectors including banks, manufacturing companies, real estate, tertiary hospitals, shipping, and retail. And with extensive customer service experience in the BPO and hospitality industries.

## Professional Experience

## Freelance Medical Reviewer

## June 2021 – Present

* Reviewing and finalizing patients’ medical reports and summarizing medical-legal depositions for health/medical insurance claims in the United States.

## Inward Revenue Consulting VA Researcher/HR Admin

## April 2023 – October 2023

* Provided quality leads for specific client requests.
* Management of ATS and recruitment platforms.

## 

### iQor Philippines Sourcing Specialist

**November 2018 – March 2021**

* Responsible for pre-screening applicants on time resulting in more final interview endorsements.
* Proactively (passive & active) recruit through a variety of sources including different job boards such as Indeed and JobStreet, referrals, internet ads, recruitment events, and ATS to generate more leads.
* Provided recruitment support to the team and recruitment managers such as maintaining a pipeline both for passive and active candidates, effective process flow
* Developed an Excel tracker for phone screeners that generated numbers for faster and more accurate reports.
* Interviewed and matched candidates for faster completion of requisitions.
* Managed leads to ensure that applications were processed in time to meet the hiring targets of every client from each assigned site.
* Demonstrated ability to plan, organize, and prioritize workload with strong attention to detail and accuracy for the benefit of the entire team.
* Initially led the recruitment teams of 2 sites facing recruitment challenges when the COVID-19 pandemic started.
* Supported and motivated the team to maintain a work-life balance resulting in higher productivity.
* Trained new sourcing specialists and collaborated with them.

### SRI Executive Researcher (Independent Contractor)

**February 2018 – May 2018**

* Searched and placed people for executive roles globally.
* Created talent pools and pipelines for current and future hires.
* Called shortlisted candidates for a possible placement.
* Developed strong relationships with Senior Recruiters and Client Hiring Managers
* Attended and participated in every regular meeting with consultants, and senior recruiter/s in regard to searching techniques, challenges, talent market mapping, and sharing of new ideas and strategies for faster and successful research.

### KForce Global Solutions Sourcing Specialist II

### May 2012 to November 2016

* Sourced active and qualified candidates utilizing different job boards and internal data base for banks, financial, healthcare, insurance, accounting, manufacturing, and service-oriented companies (Offshore US Recruitment) that helped increase the number of applicants.
* Created effective BOOLEAN search strings to target desired candidates that resulted in quality endorsements.
* Conducted thorough screening and reviewing of resumes based on hiring needs, position specifications, and requirements that resulted in various hires every month.
* Identified top-tier candidates, for consideration with multiple vacancies.
* Coordinated with hiring managers to facilitate a more effective search process.
* Researched for requested companies’ decision makers to obtain new clients for professional staffing services using LinkedIn premium account and DiscoverOrg platforms.

### Teletech Global Talent Acquisition Specialist III

**February 2008 to May 2012**

* Sourced candidates from different job portals, reviewed resumes’ and conducted phone interviews with potential candidates for North America and Philippines sites.
* Point of Contact for all assigned sites about manpower pooling. Helped in the development of marketing strategies, talent mapping, processes, and implementations.
* Assisted candidates and former employees who were calling the 1866 using one-call resolution.
* Answered candidate concerns from [www.hirepoint.com](http://www.hirepoint.com/) via e-mail and chat.
* Assisted newly hired recruiters regarding processes, techniques, and familiarization of tools and systems being used.

HSBC Operations Assistant II

Convergys Customer Service Representative II

FS Cargo Forwarding Executive Assistant

Magsaysay Maritime Corporation Croupier

Neptune Orient Lines (APL) HR Generalist

Mainstream Business Inc Recruitment Assistant

Clinic Systems Inc. HR Coordinator

Mendoza Group Management Corporation HR Generalist & Recruitment Assistant

Cityland Development Corporation Marketing Assistant

## Education

BS Psychology 1994

St. Paul College of Manila

**Other Interests:** I am interested in outdoor activities such as trekking, mountain climbing, swimming, traveling, spelunking, and joining volunteer/outreach/charity groups.