**Jose L. Simon, Jr.**

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**WORK EXPERIENCE**

**September 2011 – Present Accenture, Inc.**

3/F, Robinsons Forum, Mandaluyong City

**March 2019 – Present Recruitment Lead**

* Currently leads the Experienced Hiring and Executive Hiring teams for the BPO Entity of Accenture. Team is composed of 2 Exec recruiters and 5 Experienced Hire recruiters.
* Heavily involved in transformation and automation efforts for the team – tool setup, user acceptance testing, scorecard drafting
* Led entry-level and experienced hiring for the Software and Platforms Tower of the BPO entity
* Directly supervised 3 employees – 1 Process Compliance Lead, 1 Recruitment Analyst and 1 Recruitment Team Lead – who supervised another 6 recruiters
* Led a team that handled on average 1300+ requisitions in a year across different levels, from Entry Level to Operations Managers
* Serves as an escalation point for all stakeholders of External Recruitment – Sourcing, Onboarding, Operations, Human Resources
* Coordinates with Sourcing and Onboarding teams on targets, plans and issues
* Conducts analysis of available data – yield rates, passing scores, hiring funnels and recruiter metrics to help come up with strategies and needed process/policy adjustments
* Currently training and developing potential leaders and supervisors while also maintaining a business continuity plan within the team

**March 2016 – March 2019 Recruitment Team Lead**

* Handled entry-level and experienced hiring for the Software and Platforms Tower of the BPO entity
* Previously handled Executive Recruitment for the BPO entity, primarily responsible for the Finance and Accounting Tower, handling requisitions for AVP and VP levels, from initial interview to onboarding, including account and stakeholder management
* Successfully onboarded 36 hires within a 2-year stint with the Executive Recruitment Team
* Responsible for fulfillment of requisitions for Operations Managers, from initial interview to onboarding, including account and stakeholder management
* Supervised 8 recruiters for the Software and Platforms Tower – 3 Recruitment Analysts and 5 Recruitment Associates, which included but was not limited to managing their performance, monitoring attendance and balancing demand distribution, checking engagement and training
* Led a team that was able to close on average 1,200+ entry level positions and 150+ SME to Operations Manager level positions of varied complexity
* Coordinated with the sourcing team to highlight critical supply needed.
* Monitored sourcing output, which includes daily footfall and yield and recommended sourcing targets to meet hiring targets
* Addressed issues related to pre-onboarding of hires for the Tower and interacts with the teams responsible – background check and onboarding teams – to resolve them
* Signed off on job offers to candidates from entry level to experienced hires
* Provided inputs on the feasibility of hiring new profiles for the Tower
* Trained new recruiters on interviewing and extending job offers
* Prepared and submitted reports related to requisition fulfillment and Tower performance to Recruitment Leadership

**May 2014 – March 2016 Recruitment Analyst**

* Subject Matter Expert for Bilingual Hiring for the Industry and Network Tower of the BPO entity
* Interviewed candidates for Bilingual, Support, Supervisor and Operations Manager openings
* Responsible for account and stakeholder management, including but not limited to coordinating regularly with hiring managers on the progress of their requisitions, interfacing with second and final interviewers and providing advice and recommendations on incoming recruitment requests
* Monitored the progress of the candidates’ submission of requirements, medical clearances and background checks
* Extended job offers to successful candidates which includes managing expectations, calibrating with Compensation and Benefits for the best offer, and negotiating with candidates
* Functionally managed the workload of 2 recruiters
* Monitored the status of working visa and work permit requests for foreign hires

**September 2011 – May 2014 Recruitment Associate**

* Handled entry-level recruitment for the Industry and Network Tower of the BPO entity, primarily focused on non-voice positions
* Responsible for account and stakeholder management, including but not limited to coordinating regularly with hiring managers on the progress of their requisitions and providing mitigations on any issues and risks encountered
* Monitored the progress of the candidates’ submission of requirements, medical clearances and background checks
* Extended job offers to successful candidates which included managing expectations, calibrating with Compensation and Benefits for the best offer, and negotiating with candidates

**June 2011 – August 2011 Asia Select Inc.**

**Associate** 6/F The Athenaeum Building, 160 Leviste Street, Salcedo Village, Makati City

* Conducted initial research on clients’ needs
* Sourced candidates for executive posts
* Conducted initial phone screening
* Coordinated with candidates for the schedules and results of their interviews with clients

**March 2010 – June 2011** **Staff RIGHT Solutions, Inc.**

**Recruitment Specialist** Unit 309 Peninsula Court 8735 Makati Ave. Cor. Paseo De Roxas, Makati City

* Conducted face-to-face interviews for applicants for agent posts and phone interviews for applicants for non-agent positions in the BPO industry.
* Maintained and updated endorsement trackers
* Coordinated with applicants on the results of their applications
* Built reports on the statistics of sourcing strategies and their effectiveness in producing quality leads
* Calibrated with clients’ recruitment processes

**Jan. 2008 – Mar. 2010**  **Self-Employed**

* Operated a small buy and sell business, dealing in a variety of goods such as colognes and consumer electronics.

**Sept. 2007–Jan. 2008** **Global Property Guide**

**Tax Researcher** 5/F Lord Electra House, Espanto Street, Legaspi Village, Makati City

* Studied the real estate tax laws of different countries and wrote articles which were then posted on the website
* Devised a rating system that showed the top countries to buy real estate property in, based on factors set by the managing director and the senior economists using Microsoft Excel

**EDUCATION**

2003 – 2006 De La Salle University – Manila

B.S. Mathematics, Major in Business Applications, December 2006

2001 – 2003 De La Salle University – Manila

B.S. Commerce, Major in Advertising Management (Shifted to BS Mathematics)

1997 – 2001 Don Bosco Technical Institute, Makati City

High School Diploma, Major in Computer Technology

**SEMINARS**

* Influential Leadership, February 2020
* Think On Your Feet, July 2017
* Managers Driving Analytics, May 2017
* Story Writing Design, March 2017

**PERSONAL BACKGROUND**

* Born on August 14, 1984
* Skills include Operations Research, Statistical Analysis, Sourcing, Account and Client Management, HR Interviewing, Bilingual Recruitment, Executive Recruitment, End-to-End Recruitment
* Knowledgeable in SAS and Microsoft Office programs.

**References are available upon request.**