

# Danica Alfonso

Santa Clara, CA

-Email me on Indeed: <http://www.indeed.com/r/Danica-Alfonso/9e60f959c135f6a6>

Organized and dependable candidate successful at managing priorities with a positive attitude. Hardworking and passionate job seeker with strong organizational skills. Ready to help the team achieve company goals.

Authorized to work in the US for any employer

## Work Experience

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### **Product Development Specialist**

TITANIUM TECHNOLOGIES INC. - Philippines

November 2017 to May 2022

- Determined aspects such as packaging for comprehensive product development for the HRIS .
- Prepared detailed functional specification documents for product innovation and improvements of the system.
- Assisted project team by scoping, scheduling and developing product roadmap.
- Studied emerging marketplace trends to determine demand for key product features.
- Product specialists work with good customer service with the client to ensure excellent product delivery.
- We cover Sales Order Management, Inventory Management, Accounts Receivable, Accounts Payable, Funds Management, Purchasing Management, General Ledger, Payroll and Point-of-Sales.

### **Recruitment Specialist - Project Based**

NATIONWIDE THERAPY GROUP - Philippines

June 2017 to October 2017

- Promptly corresponded with applicants and coordinated and conducted interviews.
- Supported management in developing and implementing personnel policies and procedures.
- Generated a specific candidate pool for career opportunities through strategic placement of advertisements, evaluation of applicant credentials, and conducting initial interviews and pre-screening assessments.
- Hired employees and initiated a new hire paperwork process.
- Verified applicant references and employment details.

### **Sourcing Specialist III**

PSG GLOBAL SOLUTIONS - Philippines

March 2014 to April 2017

- Implemented tactical sourcing strategies for job requisitions given by hiring managers, recruiters, using job boards and other web-based sourcing technologies.
- Screened and qualified prospective candidates.
- Is in charge of managing candidate databases for specific clients, as well as regularly reporting these data.
- Conducted job board and deep web-based research.

- Managed to do job postings in different sites and job boards to get the best and fit candidates for the positions.
- Managed to mentor new hires and share the best practice to ensure accuracy of the task.
- ATS: Salesforce, Bullhorn, Job Science, People Capital

### **Junior Staff / Web Designer**

BLACKROCK RESOURCES INC. - Philippines

June 2013 to March 2014

- Developed and created websites and associated applications.
- Created the look, layout and features of a website.
- Designed the webpage layout.
- Determined technical requirements.
- Updated the websites.
- Created backup files.

## Education

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### **Bachelor of Science in Information Technology**

STI COLLEGE SHAW - Philippines

June 2009 to May 2013

## Skills

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- User Acceptance Testing (UAT)
- Quality Production
- Customer Service
- Project Requirements
- Field Surveys
- Project Management
- Effective Working Relationships
- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Team Meetings using (Zoom, Microsoft Teams, Google Meet and Slack)
- ATS
- Recruiting
- Product Development
- HR Sourcing
- Sourcing
- Databases

## Assessments

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### **Data entry: Attention to detail — Proficient**

January 2023

Maintaining data integrity by detecting errors

Full results: [Proficient](#)

### **Spreadsheets with Microsoft Excel — Proficient**

January 2023

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

### **Customer focus & orientation — Proficient**

January 2023

Responding to customer situations with sensitivity

Full results: [Proficient](#)

### **Working with MS Word documents — Proficient**

January 2023

Knowledge of various Microsoft Word features, functions, and techniques

Full results: [Proficient](#)

### **Spreadsheets with Microsoft Excel — Proficient**

January 2023

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

### **Office manager — Familiar**

January 2023

Scheduling and budgeting

Full results: [Familiar](#)

### **Basic computer skills — Proficient**

January 2023

Performing basic computer operations and troubleshooting common problems

Full results: [Proficient](#)

### **Administrative assistant/receptionist — Proficient**

January 2023

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

### **Recruiting — Proficient**

January 2023

Managing the candidate sourcing and selection process

Full results: [Proficient](#)

### **Administrative assistant/receptionist — Proficient**

January 2023

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

## **Filing & organization — Proficient**

February 2023

Arranging and managing information or materials using a set of rules

Full results: [Proficient](#)

## **Attention to detail — Proficient**

February 2023

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

## **Bookkeeping — Completed**

February 2023

Calculating and determining the accuracy of financial data

Full results: [Completed](#)

## **Attention to detail — Proficient**

February 2023

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

## **Customer focus & orientation — Proficient**

January 2023

Responding to customer situations with sensitivity

Full results: [Proficient](#)

## **Customer service — Proficient**

February 2023

Identifying and resolving common customer issues

Full results: [Proficient](#)

## **Bookkeeping — Completed**

February 2023

Calculating and determining the accuracy of financial data

Full results: [Completed](#)

## **Work style: Reliability — Proficient**

February 2023

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

## **Attention to detail — Proficient**

February 2023

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

**Data entry: Attention to detail — Proficient**

January 2023

Maintaining data integrity by detecting errors

Full results: [Proficient](#)

**Scheduling — Proficient**

March 2023

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Proficient](#)

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