

**MARIE EDELYN BALINGIT-MONTINOLA**

**Lot9 Block1 Rebisco Road, Novaliches, Quezn City**

**+63 930 854 7063**

[**montinolamarieedelyn@gmail.com**](mailto:montinolamarieedelyn@gmail.com) **/ marieedelynbalingit@ymail.com**

**Key Skills:**

**Communication** – Responds to customers/clients at all levels via telephone and email, to ensure successful communication by actively listening and interacting.

**Problem solving** - Resolves in-depth queries in a methodical manner independently and with internal and external business partners to find appropriate resolutions with high level of quality.

**Team Player** - Enjoys sharing knowledge and encouraging development of others to achieve specific team goals.

**Planning and organizing** - Refined planning and organizational skills that balance work, team support and interrelate responsibilities in a timely and professional manner.

**Systems knowledge** – MS Office, HR Optima (Sterling Brand). Experience in preparing and analysing reported data for management with accuracy and timescales.

**EMPLOYMENT HISTORY:**

**US Recruiter - Sourcing and Initial Assessment (Texas)**

**IBEX | Global**

**June 2014 – Present**

**Pasig City**

- Sources resumes of qualified candidates for different job openings via job boards, applicant

tracking systems, company web sites, and etc.

- Successful implementation of Recruitment and Sourcing programs

- Follow standard and accepted interview and selection techniques in compliance with US labor laws

Detailed, objective and highly selective process in making hiring decisions to staff TRG with the most qualified and highest quality employees possible

- Assessing system-wide recruitment needs and develop action plan to meet required staffing needs for TRG US

- Partner with Global teams best practices on the design and implementation of R&R programs by leveraging with industry’s best practices

- Sets up interviews between candidates and hiring managers.

- Recruiting passive candidates, through phone calls and emails.

- Ensure performance level agreements are met or exceeded

- Comply with the policies and procedures in order to achieve service excellence

- Ensures targets are met in a timely manner

- Interact with fellow team members to enhance team performance

- Ensure and maintain the Customer Experience by establishing good relationship with our business partners both internally and externally, giving accurately and timely feedback of their requests, issues or concerns

- Ensure performance level agreements are met or exceeded

- Meets overall HR performance/goals

- Ensure compliance with company standards and US & local laws

**Career Adviser**

**Reeracoen**

**April 2014 – June 2014**

**Makati City**

-Source, interview, and select applicants for open positions

-Write job descriptions.

-Match applicants to job openings.

-Source for future job openings.

-List job postings on job boards, social media, corporate career web sites, and other possible channels.

-View applications.

- Call applicants and perform phone screens.

-Have applicants come in for formal interviews.

- Instruct applicants on the nature of the job and whom they will be speaking with during the interview.

-Inform applicants not chosen of company's decision.

-Keep track of all applications file away important notations such as gender, race, and ethnicity.

-Talk with civic, social, and other groups to provide information concerning job possibilities

**US Recruiter - Sourcing and Initial Assessment (Beckley)**

**IBEX | Global**

**November 2013 – February 2014 (4 months)**

**Pasig city**

- Sources resumes of qualified candidates for different job openings via job boards, applicant

tracking systems, company web sites, and etc.

- Successful implementation of Recruitment and Sourcing programs

- Follow standard and accepted interview and selection techniques in compliance with US labor laws

Detailed, objective and highly selective process in making hiring decisions to staff TRG with the most qualified and highest quality employees possible

- Assessing system-wide recruitment needs and develop action plan to meet required staffing needs for TRG US

- Partner with Global teams best practices on the design and implementation of R&R programs by leveraging with industry’s best practices

- Sets up interviews between candidates and hiring managers.

- Recruiting passive candidates, through phone calls and emails.

- Ensure performance level agreements are met or exceeded

- Comply with the policies and procedures in order to achieve service excellence

- Ensures targets are met in a timely manner

- Interact with fellow team members to enhance team performance

- Ensure and maintain the Customer Experience by establishing good relationship with our business partners both internally and externally, giving accurately and timely feedback of their requests, issues or concerns

- Ensure performance level agreements are met or exceeded

- Meets overall HR performance/goals

- Ensure compliance with company standards and US & local laws

**Online English Teacher**

**Japan Philippines Conversation**

**May 2013 – September 2013**

**Dagupan City**

- cater quality education to Japanese Clients

- Manages list of student assigned under the instructor’s master list by calling and teaching the student on the scheduled time and day.

- Sends daily reports to Japanese Students.

**Head of Human Resources**

**Bonne Vie Personnel Services,Inc.**

**December 2011 – April 2013**

**Tandang Sora, Quezon City**

- Maintains an updated report of Roster File and Manning every 15th of the month.

- Back checks all accepted applicants as needed.

- Checks the accuracy of 201 files handled and maintained by the recruitment associate

- Orients Newly Hired employees regarding company policy and cash bond policy. (per orientation procedures)

- Confirms the Newly endorsed applicants on a daily basis

- Supervises 7 Team Leaders and perform quarterly performance monitoring for possible appraisala and incentives.

- Conduct Background check for merchandisers and all deployed employees appointed throughout the Philippines to ensure that they are performing well on their respective outlets.

- Reclines and take actions on Job Vacancy Notice (internal) as needed

- Responsible for checking of announcements made by HRAD Asst.

- Assists in texting and calling of applicants

- Daily checks and Picks up mails every 10:00am / 12:00nn / 3:00pm

- Responsible for the disciplinary and admin matters as requested by superiors and coordinators.

- Responsible for the supplies monitoring, issuance and requisition.

- Assists the HRAD Asst. to attend on job fairs as needed.

- Spot checks corrections renewal, and extension of contracts.

- Handles and computes the DTR of all personnel/deployed employees every 15th and 30th of the month

- Collects the coverage plan of every 5th the month of each personnel.

**EDUCATIONAL BACKGROUND:**

**2004-2010 Bachelor of Science in Psychology**

**ADAMSON UNIVERSITY**

**Ermita, Manila**

**2000 – 2004 Secondary Level Graduate**

**Holy Child Academy**

**Novaliches, Quezon City**

**1995 – 2000 Primary Level Graduate**

**Holy Child Academy**

**Novaliches, Quezon City**