

JANILYN CAMERINO | **Global Talent Acquisition Representative | Recruiter**



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Talent acquisition representative with over 5 years of experience in the recruiting department and educational/foreign English teaching setting. With a strong background in leveraging technology, I am proficient in using various tools essential for talent acquisition and recruiting, including Microsoft Office, Google Workspace, CRM, SharePoint, Avaya, Workday, and communication tools such as Teams, Zoom, Gmeet, and LinkedIn. I specialized in supporting the recruitment team in the customer and technical service hiring process, prescreening resumes, checking profiles, creating prospect profiles to be added to the database system, sending assessments, and organizing day-to-day reports in handling task management.

SKILLS

- Excellent communication skills- both verbal and written
- Attention to detail and accuracy in organizing data reports and projects.
- Tech Savvy
- Ability to collaborate effectively with other team members
- Ensure smooth workflow in managing the assigned tasks to be completed on time with extreme confidentiality
- Proficiency in utilizing recruitment tools and platforms
- Create prospect profiles from the sourced tracker to be added to the database recruiting system
- Assist real-time chat support for inquiries and concerns
- Readiness to learn quickly and adapt to new challenges
- Strong organizational and time management abilities
- Team player mindset

EXPERIENCE

Talent Acquisition Representative | Recruiter- March 2022- present

CONCENTRIX PH- CEBU WAH (WORK REMOTELY)

- Supporting the onsite recruitment team in the US and Canada customer service and technical service recruiting process through pre-screening a large volume of resumes, checking candidates' profiles carefully, sending assessments and email reminders, providing support in real-time chat for US and CAN inquiries and concerns, and reaching out to candidates in their incomplete assessment.
- Providing exceptional support to the onsite recruitment team including a large volume of applicants in the data pipeline to review and pre-screen potential candidates before moving it forward to assessments.
- Supporting Egypt hiring through sourcing and creating prospect profiles from the tracker into the database system, organized a comprehensive report of data of more than 70 prospects created

Research Analyst- May 2021- February 2022

GOLDMAN CONSULTING AGENCY- CEBU CITY, PHILIPPINES

- Coordinated with the sales team and the project manager to research sales strategies and pitches, trained new hires in orientation, and supported the book reviewers and writers.
- Assisted administrative tasks by doing some research on the books. Purchasing a Kindle book on Amazon, and converting a digital copy to be distributed to the writers in making reviews.
- Successfully helped improve the website page by ghostwriting content.

English Language Teacher (ESL/EFL Teacher)- April 2019 - March 2020

Star Gate Global Education Inc., Kasambagan, Mabolo, Cebu

- Managing to teach students with different cultures and background
- Handling classes in all areas of learning: Listening, Writing, Reading, Grammar, and Speaking.
- Managing classroom crises and resolving conflict.
- creating a supportive learning environment that helps students meet their learning goals.
- Maximizing students' talk time through oral tests and presentations.

English Language Teacher (ESL/EFL Teacher)- June 2018 - February 2019

Cebu Blue Ocean Academy, EGI Hotel, Maribago, Lapu-lapu City, Cebu

- Grading performance and evaluation twice a month for students and teachers
- Establishing respectful and inclusive professional roles toward students and teachers
- Participating in every Friday school activities.
- Making lesson guidelines for teaching and outlining lesson plans for students
- Providing feedback based on workload and classroom behavior
- Conducting activities and lessons based on ESL teaching methodologies

EDUCATION

Bachelor of Arts in English major in Applied Linguistics-- April 2014- April 2018

CEBU TECHNOLOGICAL UNIVERSITY

- Received the Dean List award for maintaining a high-grade point average of 1.54 (1.0 as the highest rating grade)
- Graduated with Latin honors as Cum Laude
- Received Leadership Service Awards for 3 consecutive years in her Departmental organization.

TRAINING AND CERTIFICATES

Certificate of Virtual Assistant Training- *2 weeks training course*

(Appointment Setter, Social Media Marketing, Administrative Assistant)

Sponsored by Clairvoyance and issued on December 30th, 2023

Certificate of Completion- *Graphic Design with Canva Course*

An online course offered by Kurso.Ph which equips students to create foundational brand creatives and other graphic design publications.

Issued November 28, 2022