

LOUIECIA ANGELICA MANAHAN

Talent Sourcing & Acquisition

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PROFILE INFO

Industrial Psychology graduate with over 4 years of experience in Talent Sourcing and Acquisition. Experienced in sourcing, screening, and hiring candidates across various industries while building and maintaining talent pipelines through effective sourcing strategies. Skilled in identifying qualified talent, managing candidate relationships, and collaborating with hiring managers and HR teams to support recruitment goals and business needs.

EXPERIENCE

May 2024 - 2026

VITRO Inc.

Talent Sourcing & Acquisition

- Partner with hiring managers to understand hiring requirements and support recruitment needs.
- Post job openings and source candidates through various recruitment channels.
- Build and maintain talent pipelines for current and future hiring requirements.
- Screen resumes and conduct initial interviews to assess candidate qualifications.
- Endorse qualified candidates and facilitate hiring manager feedback throughout the recruitment process.
- Coordinate interview schedules and provide candidate profiles to interviewers.
- Maintain a positive candidate experience through regular communication and application updates.
- Conduct job offer discussions with selected candidates, including employees and interns.
- Prepare internship agreements and process internship extensions.
- Coordinate recruitment activities for internship positions with relevant departments.
- Collaborate with HR teams, including Onboarding and Payroll, to support recruitment processes.
- Maintain recruitment trackers and recruitment-related documentation, including MRF routing through Adobe Sign.
- Prepare recruitment reports, hiring updates, dashboards, and presentations using Microsoft Excel and PowerPoint.
- Analyze recruitment data and monitor hiring metrics to support process improvements.
- Participate in recruitment strategy discussions and promote company culture during recruitment events.
- Provide recruitment data and documentation in support of budget planning and audit requirements.

EDUCATION

2016 - 2020 | Eulogio "Amang" Rodriguez Institute of Science and Technology

Bachelor of Science in Industrial Psychology

SKILLS

- Talent Acquisition
- Talent Sourcing
- Candidate Screening
- Interviewing
- Recruitment Coordination
- Stakeholder Management
- Communication Skills
- Microsoft Excel
- Microsoft PowerPoint

EXPERIENCE

April 2023 - May 2024

Quess Corp PH

IT Recruiter

- Coordinate with hiring managers to understand IT hiring needs and technical requirements.
- Source and screen IT professionals based on job requirements and qualifications.
- Conduct initial interviews to assess candidates' skills, experience, and overall fit for the role.
- Endorse qualified candidates to hiring managers for further evaluation.
- Schedule and coordinate interviews with hiring managers and other stakeholders.
- Provide applicants with timely updates throughout the recruitment process.
- Extend job offers and facilitate pre-employment requirements and onboarding documentation.

April 2022 - Feb 2023

Collabera Digital

Talent Specialist

- Partner with hiring managers to understand technical hiring requirements and role qualifications.
- Source and screen IT professionals through job boards, social media platforms, referrals, and other recruitment channels.
- Conduct initial interviews to assess candidates' technical skills, experience, and overall fit for the role.
- Endorse qualified candidates and coordinate interviews with hiring managers and stakeholders.
- Extend job offers and facilitate pre-employment requirements.
- Maintain candidate records and ensure a positive candidate experience through timely communication.
- Build talent pipelines to support ongoing and future IT hiring requirements.
- Achieve recruitment targets by delivering qualified candidates for open positions.

Jan 2020 - Feb 2020

National Bureau of Investigation

Intern

- Maintaining personnel records, keeping confidential files, and assisting the human resources director as needed.
- Part of hiring and training new interns.
- In charge of arranging meetings, and you maintain computer systems with updates as needed.
- Also prepare spreadsheets and reports

REFERENCE

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