

Lourdes Rempis

Caloocan

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Work Experience

HR Specialist

24-Hour HR Process Outsourcing, Inc. - Makati

May 2022 to Present

- Delivers offshore-based Admin and Light Industrial recruitment services to our clients in the US.
- Proficient in utilizing different job boards like Indeed, Zip, Monster, CareerBuilder.
- Maintains an up to date tracker of candidates.
- Navigate smoothly and updates different ATS utilized on a daily basis.
- Maintain a healthy and broad pipeline of candidates for future requisitions
- Covers different tasks in the areas of active and passive sourcing which includes sourcing, screening, interviewing, and evaluating candidates
- Formats resumes meeting client expectations
- Facilitates candidate and employer scheduling and coordination as well as ongoing candidate engagement.
- Researches new technologies and makes recommendations on additional candidate pools and recruiting techniques, after evaluating market conditions.
- Studies job orders and creates strings to be used in job boards for candidate sourcing.
- Fosters long-term relationships with candidates and clients.
- Attends client meetings with the president of the company to discuss productivity reports.
- Working under the supervision of the company president.
- Sending daily productivity reports to the team.
- Acts as POC person in instances that the manager is on leave and oversees the team until the manager is back.
- Makes sure the team sends in their productivity report and all trackers are accomplished by every team member whenever the manager is out.

Education

Bachelor's in Early Childhood Education

Philippine Normal University - Manila

July 2018 to August 2022

Skills

- Recruiting
- HR sourcing
- ATS

- Negotiation
- Communication skills
- Computer skills
- Human resources
- Boolean