



MAYLA K. AGARIN

VIRTUAL ASSISTANT | RECRUITER | HR PROFESSIONAL

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Work History:

Position: Recruiter VA
Company: Freelance
Inclusive Dates: October 3, 2022-December 27, 2022

- Manage all candidates from application to handover to the onboarding team
- Calling, messaging and emailing clients to foster their movement through all steps of our recruitment process.
- Handles Applicant Tracking System
- Watching for background checks to be completed, ordering drug tests and managing follow up with candidates to complete
- Calendar management
- Reposting and sponsoring ads on recruiting platforms (Indeed)
- Daily updates and reports
- Ensuring no new applicant sits in the initial prescreening phase not longer than 24 hours
- Coordination with administration and HR/onboarding
- Ensure understanding of where a candidate is in the process and all paperwork completed/not completed
- Attending regular team meetings, trainings and ensuring time card is accurately reported on, each week.

Position: SMM/Admin/Database
Company: Freelance
Inclusive Dates: July 7, 2022-September 30, 2022

- Plans, schedules and executes social media content
- Create content plans or calendars to drive engagement and promote online brand awareness
- Design and create images or video content using Canva
- Oversees daily management of social media campaigns
- Ensures brand consistency and authority • Engages with consumers through messaging, commenting, and other social media engagement methodologies Sets up social media business pages
- Interprets and create social media reports and analytics Plans and strategize on social media paid ads
- Manages and upkeeps digital marketing calendars
- Grows and maintains likers, followers and fans
- Designs printable flyers for listings, open houses, etc.
- Designs printable business cards, door hangers, brochures, etc.
- Designs digital promotions or ads to promote a certain product
- Help on organizing events
- Sending invites
- Create Landing pages
- Continuously follow-up and nurture leads on the database
- Build and maintain lead database

Position: Talent Acquisition Support Specialist
Company: Flash Express
Inclusive Dates: August 25,2021- May 27, 2022

- Schedule job interviews and contact candidates as needed
- Forming and maintaining employee records
- Sourcing potential candidates through job sourcing sites.
- Conducting initial interviews and evaluates applicants.
- Updating Internal HR Records
- Preparing and sending of Job Offer Letters.

Position: Human Resource Generalist
Company: Revupo!nt Company, Inc.
Inclusive Dates: August 30, 2016- August 23, 2021

- Assisting with day to day operations of the HR functions and duties
- Assist in payroll preparation by providing relevant data.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
- Assist in talent acquisition and recruitment processes.
- Encoding the company's monthly Check Voucher.
- Monitoring of the company's Office Supplies stock levels and identifying purchasing needs.
- Preparing the company's Philhealth Payment thru EPRS and Pag Ibig Payment thru EGov.

Position: Credit and Collections Clerk (Secretary)
Company: DMCI Homes Corporate Center (under WPSI Agency)
Inclusive Dates: March 17, 2014 – July 29, 2016

- Receiving of documents that are needed to be signed by the Department's Manager.
- Routing of Memo to different departments.
- Encoding, Filing & Sorting of important documents.
- Scanning of Waiver Form, Payment Allocation Instruction & Finance Action Sheet.
- Monitoring of waiver forms requested by other department.
- Generation of Penalty.
- Preparing of Reminder Letter for Default Accounts.
- Transmitting of Reminder Letter to other Department.
- Monitoring of all Reminder Letters Transmitted to other Departments.
- Responsible in pouching & sending of reminder letters to courier.

Position: Transport Associate
Company: Nissan Car Lease Philippines, Inc.
Inclusive Dates: May 27 2013- March 14, 2014

- Answering phone calls about the car requestor's inquiries.
- Monitoring of drivers and vehicles.
- Encoding the daily transportation summary.

Personal Information:

Age:	29	Religion:	Roman Catholic
Date of Birth:	July 5, 1993	Marital Status:	Single
Gender:	Female	Height:	5' 2"
Nationality:	Filipino	Weight:	110 lbs.

Educational Attainment:

Tertiary Education

BS Marketing Management

Taguig City University

Gen. Santos Ave. Upper Bicutan Taguig City

June 2009- April 2013

Secondary Education

Gen. Ricardo Papa Memorial High School

Tuktukan, Taguig City

June 2005- April 2009

Primary Education

Ususan Elementary School

Ususan, Taguig City

1999- 2005

Skills:

- Knowledgeable in Microsoft Word, Excel and PowerPoint
- Can perform administrative duties including handling basic client/ customer care (ie. answering inquiries of clients), data entry, organizing and handling data and scheduling.
- Can manage time efficiently to finish all duties for the day.
- Willing to be trained and learn from colleagues.
- Can work well with others within a team; knows how to coordinate with different people in order to perform tasks with exemplary results.
- Ability to build confidence and trust with clients and colleagues

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

MAYLA K. AGARIN

Applicant's Signature