

# ROWENA CATOLICO

## RECRUITMENT & TRAINING SPECIALIST

Phone: +639656039469



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Baguio City, Philippines

### PROFESSIONAL SUMMARY

*Detail-oriented Virtual Assistant with a background in Recruitment, Customer service and Training. I am passionate about anticipating clients' needs and providing exceptional support. I am highly motivated to continue learning and improving my skills.*

### ACADEMIC BACKGROUND

#### DATAMEX INSTITUTE OF COMPUTER TECHNOLOGY

ASSOCIATES DEGREE- IT

2011

### RELEVANT CAREER HISTORY

#### TALENT COORDINATOR

- Screening resumes of candidates.
- Conduct initial phone screenings with candidates.
- Schedule and add candidates to calendar invites
- Maintain and update candidate database.
- Sending attendance email to make sure assistants show up to their client interviews

#### TRACY'S CLASS

##### RECRUITMENT & TRAINING SPECIALIST

- To improve the English reading, writing, and speaking skills of students of diverse ages and levels.
- Recruiting Teachers from the Philippines
- Handling Teachers from the Philippines
- Interview/Training new Teachers

### CORE COMPETENCIES

- Multitasking
- Communication Skills
- Computer Literate
- Tech Savvy
- Email Management
- Travel Management
- Calendar Management
- Basic Social Media Management
- Attention to detail
- Reliable and trustworthy

#### ACADSOC

##### PROCESS TRAINER

- Conducting training sessions for new hires
- Developing training materials and resources
- Assisting with onboarding and orientation process
- Monitoring trainees' progress and providing feedback
- Collaborating with other teams to ensure training effectiveness

### CERTIFICATIONS & TRAINING

- NCII Call Center Training
- 120 HOUR TESOL & TEFL
- IELTS TRAINING
- General VA course
- Basic Social Media Management
- Basic WordPress Course
- General Executive Assistant Course