Shirley Rose Quizon

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EXPERIENCE

Hey Tutor, Los Angeles Calif. — *Talent Screening Specialist*

September 2022 - December 2022

Responsible in interviewing applicants for In-Person tutor role to be deployed in various regions in the US.

VirtualStaff 365, Melbourne AU — *Recruitment Consultant*

February 2022 - July 2022

Staffing agency – Responsible in the end-to-end process of recruitment, handling IT and non-IT Roles, Architectural and Engineering roles. Client engagement and managing some admin task. Participates in candidate onboarding to the operations team for proper turn over

Verified First, Idaho — *Verifications Specialist*

Nov. 2021 - Feb. 2022

Responsible for doing Employment, Education, Professional Reference, and license verification for multiple clienteles. Handles about 185+files per day to fulfill client's orders.

Social 27, Washington — *Customer Success Manager VA*

Jul. 2020 - Jul. 2021

A SaaS Digital company wherein we help clients in building a scalable live event platform, using live streams and recorded sessions. From client onboarding, kick-offs and doing deep dives, daily client meetings doing meeting recaps, and transcribing minutes of each meeting. Also acts as the POC responsible for escalating issues to the Tech and Production team. Quality checks client platforms if all requests and changes are addressed.

Outsourcing Wizards, Texas — *HR Manager/Project Manager VA*

Nov. 2016 - Mar. 2020

A start-up eCommerce based in Austin Texas, In-charge in the end-

SKILLS

Recruitment Specialist (US and APAC)

Sourcing

Psychometrician

Customer Support Admin

Support Email and Chat

Verifications/Research

TOOLS

Google Workspace
Google Documents
Cloud based applications
MS Office
MS Teams
Trello
Monday.com
Slack
Zoom
Skype
Seek
Indeed
Workable
JazzHR

to-end process of Recruitment, onboarding, and offboarding of applicants. Responsible for doing background checks. Twice a month monthly check and coaching for staff and make sure that they are meeting the client's KPIs. Works and collaborates with the CEO and makes sure that expectation is met. Responsible for building the recruitment pipeline. Responsible for delegating tasks to Web Designers and Web Developers as well as other staff that are part of the Management.

EDUCATION

Polytechnic University of the Philippines, Manila - BS in Industrial Psychology 1990 - 1995

Far Eastern University, Manila - High School

1990 - 1995