



MARIDION ENAJE

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Recruitment
- Scheduling and Calendar Management
- Phone Screening
- Project Management
- Leadership
- Sourcing
- Timesheet Management

TOOLS

ClickUp
Google Workspace
Microsoft Office
Microsoft Excel
SAP Concur
Applicant Tracking Systems
Canva

PERSONAL PROFILE

An **Executive Assistant** with 11 years experience in Recruitment with 5 years experience in Customer Service. A tech savvy and problem solver that you can rely on. Enthusiastic individual with superior skills in both team based and independent capacities.

WORK EXPERIENCE

DELIVERY LEAD FOR RECRUITMENT OPERATIONS

[Cielo Talent Inc | 2019 - 2024](#)

- Oversaw the general workflow and delegated job assignments effectively.
- Conducted interviews, hiring, coaching, and employee development, ensuring a high-performing team.
- Mentored and guided team members through necessary processes.
- Established regular communications with the team, such as 1-1s and team meetings with established agendas.

RECRUITMENT SUPPORT ADVISOR

[Telstra | 2017 - 2019](#)

- Provided support to the Recruitment Delivery Team, including administrative activities to support the hiring and onboarding of candidates.

US RECRUITER

[Prime Manpower | 2016 - 2016](#)

- Sourcing
- Phone Screening
- Interview Scheduling

DATA IMAGING SPECIALIST III (US STAFFING FIRM)

[PSG GLOBAL SOLUTIONS | 2013 - 2016](#)

- Document management
- Pre-boarding support
- Data entry



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HR TRANSACTION ANALYST (US CLIENT)

Affiliated Computer Services (a Xerox Company) | 2012 - 2013

- Assisted employees on their leave application and benefit inquiries.
- Responded to any leave related inquiries to ensure accuracy for tax and payroll purposes.
- Processed leave application and job/departmental changes.

CUSTOMER SERVICE REPRESENTATIVE (US CLIENT)

West Contact Services Inc. | 2005 - 2010

- Responded to customer's inquiries via phone and email.
- Created ticket for technical issues and document in CRM.
- Served as an SME for junior agents with the responsibilities of coaching and mentoring.

EDUCATION HISTORY

De La Salle University - Dasmariñas

- Bachelor of Arts in Political Science, 2002 - 2005
- Undergraduate