



RENZO D. DULLAVIN

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Customer Handling/Engagement
- Human Resources Recruiting Associate
- Technical Support Representative
- Travel Insurance Experience
- Sales Experience
- Quality Assurance Analyst
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TOOLS

- Microsoft Powerpoint
- Citrix
- Microsoft Office
- Microsoft Excel

PERSONAL PROFILE

I am a Human Resources Recruiting Associate with two years of experience in talent acquisition. In my role, I focus on identifying and attracting top talent to meet the strategic needs of the organization. I am passionate about building strong relationships with candidates and hiring managers, ensuring a smooth and positive recruitment experience.

WORK EXPERIENCE

HUMAN RESOURCES RECRUITING ASSOCIATE

Accenture | Sept 2021 - Sept 2024

- Maintained positive work ethic and commitment to providing excellent service.
- Improve operations efficiency and candidate/applicant satisfaction.

CUSTOMER SERVICE REPRESENTATIVE

Sykes Asia PH. | May 2020 – Sept 2021

- Customer handling/Engagement
- Assist customer for their refund
- Help restaurant owners & Delivery rider for their pay

Concentrix Philippines | Feb 2019 – April 2020

- Troubleshootings customers devices
- Customer Engagement
- Assist customers for their billing concerns

EDUCATION HISTORY

Saint Francis Institute of Computer Studies

- 2 Years College Undergraduate of Bachelor of Science Information Technology, From Jan 2013 to Nov 2015