



Marie Krizza N. Galo

Experience

July 18, 2022- February 2025

• **Recruitment VA • FSA**

- Coordinate hiring activities
- Undertake clerical duties (e.g., answering emails and drafting offer letters)
- Prepare and post job ads online
- Help with resume screening and initial phone screens
- Schedule interviews and keep calendars for all hiring teams and candidates
- Greet and assist interviewees onsite
- Coordinate travel for fly-in candidates
- Process background checks
- Maintain candidate database
- Handle records and paperwork
- Resolve issues as fast as possible (e.g., interview cancellations)
- Assist with new hire onboarding (e.g., preparing documents, coordinating orientation agendas)

November 07,2020–July 15, 2022

• **HR Recruitment Specialist • ACADSOC**

- Discussing and establishing qualification requirements and terms and conditions of employment with managers.
- Formulating detailed job descriptions and posting them.
- Conducting phone calls or meetings to create a shortlist of qualified candidates.
- Interviewing candidates on the shortlist and maintaining a database on employees for future vacancies.
- Mediating between candidates and hiring managers.
- Using web-based technology and social media to analyze hiring trends, post job vacancies, and following up with candidates during the hiring process.
- Producing reports on hiring plans and strategies.



B143 L79 Decahomes
Talomo Davao City

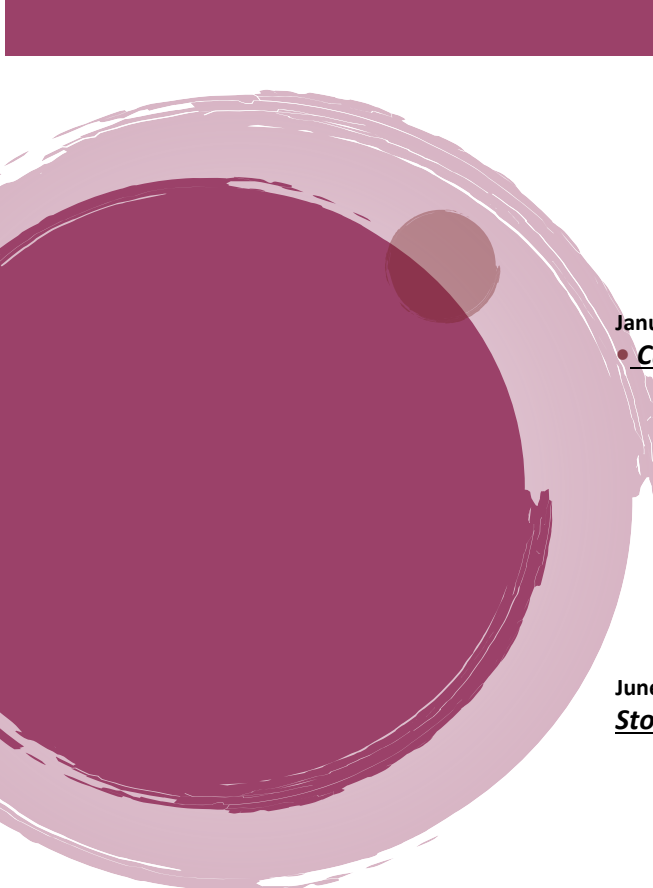


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January 2019–October 2020

• **Customer Service Representative • Concentrix Ph**

- Maintaining a positive, empathetic, and professional attitude toward customers always.
- Processing orders, forms, applications, and requests.
- Keeping records of customer interactions, transactions, comments, and complaints.
- Communicating and coordinating with colleagues, as necessary.
- Taking Inbound and Outbound calls including email and chat.

June 4, 2014–December 2018

Store Marketing Manager • Golden Arches Development Corp.

- manage and coordinate all marketing, advertising and promotional staff and activities
- conduct market research to determine market requirements for existing and future products
- analysis of customer research, current market conditions and competitor information
- develop and implement marketing plans and projects for new and existing products

Education

Holy Cross of Davao College, (College Graduate)

- Bachelor Of Arts A.B

Skills

- Proficient in using MS office 365 and Google Suites.
 - Highly motivated with the willingness to learn new ideas.
 - Excellent in English communication skills.
 - Knowledgeable with sales and marketing
 - Well equipped with end-to-end process in recruitment and other HR functions.
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