



# TRISHA MAE MACAPINLAC

## HR ASSISTANT

### Profile

In order to use my interpersonal and organizational abilities, my capacity for positive interpersonal interaction, and my capacity to be a business asset.

#### ABOUT ME:

I have been an experienced Human Resource Assistant in business and end-to-end recruitment for local and international clients for 2 years



### Work Experience

**October  
2023 - Present**

#### Verifacts Inc.

Operations Associate

- Establish contact details of entities.
- Do telemarketing, offering our services to companies
- Handle reference / employment verification
- Contacting preferred referees of candidate
- Do reference verification by doing initiation, follow ups to closing of checks
- Do verbal verification for faster reference check and do call summarization

**April 2022 -  
October  
2023**

#### Oversee Work League

Recruitment Administrator

- Provide administrative support in recruitment and deployment
- Review resume and format CVs
- In charge of arranging interviews and onboarding new employees
- Sort and maintain the candidate's documentation
- Document chasing for candidates with lack documents
- Monitoring of master lists, CVs, and replacement tracker weekly
- Schedule an interview invite and do the initial interview
- Conduct pre-client briefing sessions for qualified candidates
- Pre-departure briefing session for candidates for TRA passers and visa-approved
- Post-deployment: TFN/MVTC registrations

### Education

**Bachelor of Science in Business  
administration Major in Human  
Resource Management**

**POLYTECHNIC UNIVERSITY OF  
PHILIPPINES - SANTA ROSA  
CAMPUS**

2015-2019

### Language

English

Filipino

### Basic tools to navigate

Microsoft Office

Word, Excel, Outlook, Powerpoint

Canva, Trello, Google Docs,

MS Teams, Zoom, Calendly

**November 2019–  
July 2021**

## **Placer8 Logistics Express Inc.**

### HR Recruitment

- End-to-end recruitment process
- To foster a positive team attitude, I facilitated new employee orientations.
- Created recruiting strategies to find qualified candidates and expand my network.
- Resumes are pre-screened before being sent to corporate hiring managers for consideration.
- Followed up with notable applicants who were sourced through industry-specific pipelines and job fairs.
- Process clearances and final pay
- By strategically placing advertisements, evaluating applicant credentials, and conducting initial interviews and pre-screening assessments, we were able to generate a specific candidate pool for career opportunities