JOSEPH

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**OBJECTIVE**
To apply in a prestige company in where I could maximize my talents, achieve growth and continuous learning in my chosen field.
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**WORK EXPERIENCE**

*November 2015 – December 2016* **IBM BUSINESS SERVICES PH** *NUVALI, STA. ROSA, PH*

**HR RECRUITMENT SPECIALIST PARTNER**

**-**Achieve staffing objectives by recruiting and evaluating job candidates by using databases, and other sourcing tools. -Conduct screening, interviews and filtering of candidates for open positions. Processing of pre-employment requirements of possible candidates.

-Work with client companies to build relations in order to gain a better understanding of their recruitment needs and requirements

- -Provide analytical and well documented recruiting reports to asses with the team. Other ADHOC.

*August 2010 – July 2012* **SGV&CO. (Ernst & Young Global Ltd.)** *AYALA, MAKATI, PH***CORE BUSINESS SERVICES – HUMAN RESOURCES**
-Conducting sourcing, assessment and recruitment of manpower requests of the firm.
-Processing of pre-employment requirements and orientation of new hires for the assigned clients.
-Handles employee relations and other process improvement administration and cross-functional initiatives

*January 2010 – August 2010* **ACCENTURE (via P4P)** *PIONEER, MANDALUYONG, PH*
**HR RECRUITMENT (for DCN-TECHNOLOGY)**-Conducting in-depth HR Initial Interviews and process of I.T. applicants.
-Scheduling and tracking of I.T. applicants
-Handles job offering and pre-employment process to candidates/ new hires.
-Ensures the submission of completed pre-employment documents (201 file) and update it in the database.
-Enroll and monitor new hires in new joiner orientation and training.

*July 2009 – December 2009* **INFORMATICS COLLEGE – NORTHGATE** *FILINVEST, ALABANG* **LECTURER/ INSTRUCTOR (TESDA)**-Teaching TESDA Accredited Courses in Computer Hardware Servicing and Call Center English Proficiency.

- Preparing lectures and discussions, hands-on training, assessments and examinations to TESDA students.

*October 2007– July 2008* **FIRST ADVANTAGE CORPORATION**  *MADRIGAL, ALABANG***RECRUITMENT SCREENING ASSOCIATE**
-Phase I of recruitment process including verification of employee applicant records.

-Screening applicants for eventual interview. The company is an employment risk mitigation and business solutions provider that handles Employment and Education verifications; background checks for employers globally.

-Our clients rely on us for the information and processes they need to reduce employment risk and to maximize their employee retention rates.

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**EDUCATION and QUALIFICATIONS**

WCC AVIATION

* *Certificate in Airbus320 TYPE RATING COURSE*
* *February – May 2014*

ROYAL AIR CHARTER SERVICE, INC.

* *Flight in MULTI-ENGINE LAND (Piper Aztec PA23-250)*
* *October – November 2013*

FLIGHT AND SIMULATOR TRAINING ACADEMY, INC.

* Certificate in INSTRUMENT RATING COURSE
* June – September 2013

OMNI AVIATION CORPORATION

* Certificate in PRIVATE PILOT LICENSE COURSE
* Certificate in COMMERCIAL PILOT LICENSE COURSE
* June 2012 – Current

FIRST ACADEMY OF COMPUTER ARTS

* Certificate course in MULTIMEDIA ARTS
* December 2010 - May 2011

PROFESSIONAL REGULATORY COMMISSION (PRC)

* Secondary Licensed Teacher Passer, Licensure Examinations for Teachers (LET) Sept 2008.
* November 2008

DE LA SALLE UNIVERSITY- MANILA

* Bachelor of Science, Major in Educational Psychology
* 2003 – 2007

DE LA SALLE SANTIAGO ZOBEL (High School)

* High School Diploma, March 2003.
* 1999 - 2003

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PERSONAL BACKGROUND

Born November 11, 1984 in Manila, Philippines. Fluent in English, Filipino, and a little bit of my native language. Excellent communication and people skills. I like meeting people and give advice to others. Sports oriented. Passionate about things that I want to achieve. Organized and has strong decision making skills.