

**MARJORIE**

# SUMMARY PROFILE

* Broad-based experienced professional with 20 years of progressiveexperience
* Expert in the areas of Account Management, Client Handling, Team Management, Talent Acquisition, Talent Management and ExecutiveHiring
* Core Competencies include administration (executive support), communication, presentation, customer relationship management and projectmanagement.
* Effectively organized and spearheaded hiring projects of local and internationalcompanies
* Personally met clients in Finland and New Zealand to present best practices in the recruitment of Filipinos that resulted to New Sales and Repeat Business for thecompany.
* Arranged and conducted orientations for prospective and new employees of globalclients.

# WORK EXPERIENCE

**September 2017 – present Neutron Trading WLL** Doha, Qatar

**Executive Secretary**

* The position covers executive assistance to the Managing Director and human resources administration for the company and itsaffiliates.

# HR Administrator

* Develop HR policies and manage its systemic and consistentimplementation.
* Build and maintain harmonious relationships among employees on different levels and organizational units by conducting periodic dialogues with employees; customizing employee activities that provide venues forinteraction
* Facilitate and support departmental recruitment activities of human resourcerequirements
* Evaluate and elevate to the proper channels all matters that carry potential legal and financial liabilities to theorganization
* Keep management informed of significant government regulations and legislations regarding human resources, employment and laborlaws.
* Facilitate employee movements such as onboarding, permanency of probationary employees, salary adjustments, promotions, demotions, transfers,etc.

# Business Relationship Manager

* Work with business partners’ management in developing timely solutions for partner companies’requirements
* Address partner companies’ issues/concerns relating to the shareholder in accurate and timelymanner.
* Coordinate schedule of the shareholder with partner companies for Ministrysigning
* Maintain security and confidentiality of partner companies’information.

# April 2015 – June 2016

**JWC Manpower Resources, Inc.**

Makati City, Philippines

# Recruitment Specialist –Executive Level

* Responsible for ensuring that staffing requirements are met within theKPIs’.
* Match and select the brightest talents across all specialization with the companies that need theirexpertise.
* Identify qualified candidates by sourcing, cold calling, networking, data mining, research, screening of qualified candidates for technicalrequirements.
* Conduct in depth interviews.
* Develop and maintain candidates from different job portals madeavailable.
* Ensure that recruiting process is completed in timely and effectivemanner.

**September 2014 – March 2015 Accenture Philippines** Mandaluyong City, Philippines

# Recruitment Specialist

* Perform end-to-end recruitment in line with client requirements, liaising with hiring managers, HR and business to fill approved open positions in alignment with businessobjectives.

# October 2004 - December 2012

**EDI-StaffbuildersInternational,Inc. (John Clements Consultants Inc. )**

Makati City, Philippines

SeniorSupervisingConsultant January 2010 – December 2012 SupervisingConsultant October 2007 – January 2010 RecruitmentConsultant July 2006 - September 2007 SourcingAssociate October 2004- June2006

# NOTABLE ACHIEVEMENTS

* Spearheaded and implemented recruitment process for one of the biggest personnel service companies in Finland(2009-2012)
* Provided staffing solutions to the pre-opening of DusitThani Abu Dhabi, UAE(2011-2012)
* Successful recruitment of employees for the pre-opening of Sofitel Dubai Jumeirah Beach Hotel in Dubai, UAE with the recruitment of employees from the Philippines, Indonesia and Sri Lanka (2009)
* Provided staffing solutions to multinational manufacturing and pharmaceutical companies in Riyadh,KSA
* Provided staffing solutions to the pre-opening of InterContinental Hotel Dubai Festival City, Crowne Plaza And Intercon Residences Dubai Festival City in Dubai, UAE (2007)
* Spearheaded the New Zealand Nurses Work-to-Migrationproject

# MAIN DUTIES AND RESPONSIBILITIES:

* Managed the hiring process including salarynegotiations
* Coordinated with the Hiring Managers to understand goals and requirements of thecompany
* Conducted interviews based on specific selectioncriteria
* Helped the clients in making decisions based on therequirements
* Prepared strategies to attract maximum applications and savetime
* Solicit Corporate Accounts from clientsglobally
* Effectively manage Corporate Accountsassigned
* Implement company policies andprocedures
* Supervise and mentor RecruitmentAssociates

**May 2004-October 2004 InterContinental Hotels Group** Makati City, Philippines

# Account Manager/ Representative

**Priority Club Rewards ( Europe, Middle East & Africa accounts)**

* Responsible for the processing of membershipapplications
* Proactively attends to concerns about membership, hotel reservations, customer inquiries, complaints or other concerns/ issues timely – via phone, email orfax
* Provide value-adding solutions to any issues or concerns that may affect the business relationship with themembers

# April 2000-February 2004

**A.V. Isla Realty**

Quezon City

# Sales Coordinator

**October 1999-April 2000 Morgan De Toi-ShoppesManila**

Glorietta II, Ayala Center, Makati City

# Store Supervisor

**Nov. 1998-Jul.1999**

**First Dominion Prime Holdings, Inc.**

Ortigas Center, Pasig City

# Marketing Services Assistant

**TRAINING/ SEMINARS**

24 February 2009

**Harvard Business Publishing** John Clements Consultants Inc. **Stepping up to Management**

11-13 February2008

John Clements Consultants Inc**. Competency – Based Selection Workshop**

27-28 December 2007

**Harvard Business Publishing** John Clements Consultants Inc. **New Manager Transitions**

January 2005

EDI-Staffbuilders International, Inc.

# Executive Development Training EDUCATION

April 1998

Miriam College, Loyola Heights, Quezon City AB International Studies