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| A person wearing a suit and tie  Description automatically generated |  | JERWIN |
| **PROFESSIONAL SUMMARY**  Experienced in spearheading full- cycle organizational recruitment processes, including candidate prospecting, interviewing, and negotiating and managing the whole talent acquisition and Business Development field of 9 years in summation.  ESL Specialist with 4 years’ experience delivering educational assistance and instructions to foreign students catering IELTS and TOEFL lessons.  Experienced in handling Health Care Insurance Campaign with 2 years’ experience.  Process Associate with 2 years’ experience in an Airline campaign, helping in improving revenues through ticket sales over the phone and in person with variety of customer service functions. |  | **EDUCATION**  **CAP College Foundation Inc.**  06 - 2015– 05 - 2019  Bachelor ofArtsinEnglish College of Artsand Letters  **City University of Pasay**  06 - 2006– 05 - 2010  Bachelor of Science in Nursing College of Nursing and Midwifery  **PROFESSIONALHISTORY**  **Senior Recruitment Manager**  (Ho Chi Minh, Vietnam)  02 - 2018 to 09 – 2019   * Communicate with clients to get a clear view on their hiring needs and organizational goals. * Craftand post job listings on job recruitment boards andother websitesto attract skilled applicants. * Research into client’scompany. * Research into competitors and marketplace. * Define job description and document specifications. * Create a candidate persona for each open position. * Identify prospective candidates using a variety of channels. * Conduct confidential interviews. * Follow-up references and check credits. * Present shortlistedcandidates. * Present detailed candidate profile summaries. * Research and develop recruiting leads. * Develop a sustainable candidate lead strategy. * Advise clients on best recruiting practices.   **Senior Talent Acquisition Specialist**  (Pasig City, Philippines)  08 - 2014 to 01 – 2018   * Plan and implement company talent acquisition strategy. |

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| EMAIL:  [jerwin-394625@2freemail.com](mailto:jerwin-394625@2freemail.com)  CITIZENSHIP:  Filipino (Philippines)  DATE OF BIRTH:  September 24, 1989     * Recruitment &Staffing * Human Capital * Team Management * Soft Skills&Product Training * Digital Recruitment Planning experienced * Retention experienced * Life cycleprocesses * Management Recruitment&Selection Recruitment * Dashboards * MSOfficeProficient * EZRandothersoftware Proficient * AirlineProcesses * Reservations (International & Domestic) * Baggage Claims * Rule 240 * Sales Management * Customer Service * Ancillary Products * Project Management * Ticket Re/Issuance& cancellations * IELTS * TOEFL | * Develop company’s policy for talent benchmarking, talent Assessment and interviewing. * Conduct sourcing activities in order to fill open positions. * Performanalysis of organizational development andanticipate future employment needs. * Design andmanagerecruitment and selection processes (resume screening, screening calls, interviews etc.) * Reviews employment applications and background check reports. * Serveasbrandambassador atvariousevents,likecareerfairsor on- campus recruiting events. * Represent company internally andexternally at eventswith agoal of networking and relationship building with potential candidate communities. * Counsel the candidate on corporate benefits, salary, and corporate environment. * Build long-term relationships with past and potential candidates/ * Manage respective candidate pools to ensure qualified candidates remain engagedin current or futureopportunities.   **Process Associate**  (South Wacker Dr. Chicago Illinois, USA) 04 - 2012 to 07 – 2014   * Attending general airlineconcerns. * Answeringquestionsregardingdates,prices,andavailabilityof flights; * Helping passengers and customers with inquiries regarding changes or cancellations; and promoting special offers(ancillary services). * Issuing flight tickets: * Using EZR to check availability; * Takingnoteofthepassenger’spersonalinformation,including passport number, when travelling international; accepting payment from passengers and customers; * Confirming the purchase with the passenger; andhanding the ticket and receipt to the passenger or customer. * Modifying or cancelling a passenger’s flight reservation * Using EZR system to check availability for modification; * Charge a modification or change fee to the passenger according to United's cancellationpolicies; * Confirming modifications orcancellation withpassenger or customer due to irregular operations * Rule 240.   **ESL Specialist, HR Placement**  (Makati City)  09 - 2008 to 04 – 2012   * Develop lesson plans conforming to set syllabus. * Transformclassroomatmosphereconducivetolearningby providing required classroom facilities. * Update and maintain accurate record keeping for daily attendance and studentperformance. * Complete all ESL paperwork within given deadlines. * Test evaluate andcounsel students with respect totheir academic performance and goals. * Participateinstaffmeetings,in-houseworkshopsandongoing teacher training programs. * Learn and comply with institutional policies and procedures. |

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|  | * Solicit and incorporate feedback on classroom performance to ensure positive and meaningful student experience. * Teach Comprehensive textbooks for TOEFL IBT and IELTS program. * Provide assessment andplanningtoolstogauge student’s   language accomplishment.  **Coverage Benefits Plan Officer (Part-Time – Remote Agent)**  Part Time Job  07-2017 – 06 – 2019   * + Supervise all insurance claims in line with insurance policies.   + Handle claims linked to social protection (claims in respect of work related accidents, other accidents, death.   + Monitor the performance of insurance coverage on Bank staff loans and report to the Team Leader of any discrepancies.   + Assist the Team Leader in setting up a complimentary Health Insurance Cover for beneficiaries including retirees and their eligible beneficiaries.   + Monitor the performance of Complimentary Health Insurance Cover and report any cases of abuse.   + Collect and analyses data on all claims related to social protection, life insurance, Bank movable and fixed assets including public liabilities.   + Prepare monthly reports for the attention of the Team Leader.   + Prepare quarterly reports that will aid the Director of the General Services and Procurement Department and the Team Leader in the decision-making process.   + Update existing policies to reflect changes regarding staff compliments and Bank Asset portfolio.   + Communicate with Insurance brokers to obtain information necessary for processing claims.   + In consultation with the Finance department, ensure timely settlement of premiums.   + Perform any other duties as assigned by the Supervisor. |