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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 - 2019Bachelor ofArtsinEnglish College of Artsand Letters**City University of Pasay**06 - 2006– 05 - 2010Bachelor 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.comCITIZENSHIP: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 Job07-2017 – 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.
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