




# MARY ROSE "RYSE" BOBIS JULOYA

## H E A D H U N T E R


### CONTACT

 976-029-7392/961-489-0926

 mrjuloya@gmail.com

 Quezon City, PH

 <http://linkedin.com/in/rysebjuloya>

 <http://bobismaryrose.wixsite.com/mrbj>

### SKILLS

- Technical Skills
- Interpersonal Skills
- Client Management/Engagement
- Leadership/Team Management
- Canva, Capcut Video and Photo Editing
- ATS and Job portals familiarization
- Training people

### RECRUITMENT BACKGROUND

End to End ●●●●●●●●

Overseas ●●●●●●●●

International ●●●●●●●●

Local ●●●●●●●●

BPO ●●●●●●●●

RPO ●●●●●●●●

Professionals ●●●●●●●●

Skilled ●●●●●●●●

Contractual ●●●●●●●●

Regular ●●●●●●●●

### PROFESSIONAL PROFILE

As an experienced recruiter with almost 5 years in the industry, I have honed my skills in identifying and attracting top talent across various industries and roles. I deeply understand recruitment strategies, including sourcing, screening, interviewing, and onboarding candidates. My ability to build strong relationships with both clients and candidates has allowed me to effectively match candidates with the right opportunities, resulting in successful placements and satisfied clients. Additionally, I am well-versed in utilizing various recruitment technologies and tools to streamline processes and enhance overall efficiency. With a proven track record of success, I am dedicated to providing exceptional service and delivering top-tier talent to my clients.

### PROFESSIONAL EXPERIENCE

**Senior Recruitment Specialist** - (20 May 2023 - present)

**Recruitment Specialist II** - (20 July 2022 - 20 May 2023)

**Recruitment Specialist I** - (20 Jul 2021 - 20 July 2022)

#### Cirrus Global Incorporated

- Evaluates applicants by discussing job requirements and applicant qualifications with Recruitment Team; interviewing applicants on a consistent set of qualifications.
- Recruit and build applicant sources and databases through different mediums such as research, contacting community services, colleges, employment agencies, recruiters, media, and internet sites.
- Determines applicant qualifications by interviewing applicants; analyzing responses; verifying references; comparing qualifications to job requirements.
- Preparation/Formatting of resumes of candidates to be recommended according to client formats.
- Arrange Client Interviews and trade testing by coordinating.
- Generates reports on recruited candidates.

**Recruitment Coordinator/Talent Acquisition Coordinator**

**IBM (16 Nov 2020 - 16 Jul 2021)**

- Responsible for scheduling, and coordinating interviews, including travel, extending offers, generating offer letters, making welcome calls to all the applicants prior to their scheduled start date, background variance resolution, data entry, and internal/external reporting. Coordinate with the recruitment team members and third-party vendors to ensure that all applicants have been processed accurately and expediently

## PROFESSIONAL EXPERIENCE

### Recruitment and Administration Executive

#### SalesWorks Direct International (1 Oct 2018 - 19 Jul 2020)

- Responsible for end-to-end recruitment
- Monitoring and posting job advertisements
- Sending of recruitment reports to the Managing Director and Head Office
- Assist in increasing retention of the sales team
- Office management, including handling of petty cash
- Reception and clerical duties
- Organizing office events and outings
- Serve as the Managing Director's business partner in achieving the Company's goals
- Source of continuous support for the growth of the business

### Technical Support Representative (Project-Based)

#### Harte-Hanks PH (17 Aug 2016 - 31 Dec 2017)

- Solves customer's queries in terms of technical, billing and product issues. Also helps training officers by means of acting as a customer towards new hires, for them to be able to gasp and set their expectations in real call-taking situation.

## EDUCATION

#### Masters in Business Administration

Philippine Christian University (January 2023 - present)

#### Associate of Arts: Customer Service in Communication

University of Makati (June 2014 - April 2016)

#### Bachelors of Arts in Communication and Service Management

University of Makati (June 2014 - April 2018)

#### Grade 12 Elective - Travel & Tourism

Higher School ng UMak : K+12 Program (June 2012 - April 2014)

## INTERNSHIP

### Sutherland Philippines

Recruitment Associate (Dec 2017 - April 2018)

- Perform searches for qualified job candidates, using sources such as computer databases, networking, Internet recruiting resources, media advertisements, job fairs, recruiting firms, or employee referrals.

### LAS Management & General Services Inc

Admin and HR Assistant (Nov 2015 - Mar 2016)

- Select qualified job applicants and/or refer candidates to managers, making hiring recommendations when appropriate.
- Recruits skillful talents that are well-suited for a specific position – outsourcing purposes in every company's clients.

### My City Suites

Room Attendant and Front-Desk Officer (Dec 2011 - Feb 2012)

- Provides excellent performance in terms of maintaining cleanliness in every assigned room. Answer their queries as well as give required information to clients. Confirms/schedules appointments and room reservations.