



Jessa Trixia Allana Tano

Senior Recruiter

Contact

0921-460-1737

saypitalgo@gmail.com

Ph10 A Pkg1, Bagong Silang,
Caloocan City

About Me

Tenured Recruiting professional with over 8 years of experience seeking for a top level position and even a profession outside of the box. To learn and gain more knowledge and experience and to enhance my ability and skills.

Skills

- Computer Literacy
- Time Management
- Organizational
- Strategic Planning
- Written and Verbal Communication
- Leadership

Education

Bachelor of Science in Psychology

Our Lady of Fatima University

2018

Experience

Senior Recruiter

iStaff Pty Ltd

November
2024-2025

Works for Australian client
Doing second level of interview via zoom
Conduct Reference Check for successful candidates
Helps Recruiters with phone screening candidates if needed
Making sure to endorse quality candidates to the clients
Daily huddle with the PH team and AU team

Recruitment Advisor

Cybalink Solutions Inc

August
2023-2024

Recruiter for a Construction and Engineering company - AU client
Works with various projects (Shutdown, Full time, Blue/White collar) but mainly focuses on recruiting blue collar candidates for shutdown project. Ex: Riggers, Scaffolders, Mechanical Fitters, Operators
Responsible for paper screening, scheduling and interviewing
Audit daily task for AU and PH team. From Success Factor (SF) to T-Drive

Recruitment Specialist

IBM

September
2019-2023

Recruiter for a Hospital company - US client
Focuses on recruiting medical allied. Ex: (Nursing, Phlebotomist)
Responsible for paper screening to online screening and interviewing of candidates
Work with TAP and HM regarding candidate queries
Shadow newly hired recruiters regarding daily process/task

Recruitment Associate

Outsource Network

May
2018-2019

Perform end to end recruitments activities (sourcing to onboarding)
Recruiting medical allied for a healthcare provider client
Perform other administrative tasks as needed
Weekly calibration with Hiring Managers

References: Upon Request