

BEVERLY P. FERUELO

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WORK EXPERIENCE

Recruitment Coordinator II | Quality Assurance Specialist

PSG Global Solutions (February 2020 - Present)

Duties and Responsibilities:

- Communicate with professional references to validate candidate qualifications and employment history.
- Format resumes for qualified candidates on their specific job orders.
- Maintain and develop internal quality standards by assessing support interactions (calls, email, and chat messages).
- Develop and maintain compliance tracking logs in excel to monitor candidate verification and regulatory requirements.
- Upload and maintain candidate documentation in company systems, ensuring accuracy and confidentiality.
- Process system requests for medical exams and assign online competency testing.
- Conduct manual background screenings by verifying candidate names against offender records to ensure compliance with the hiring process.

EDUCATION & LICENSE

Bachelor of Science in Psychology | Universidad De Manila - 2019

Registered Psychometrician (RPM) - 2019

AWARDS AND RECOGNITION

- **6x ELITE Awardee** - Recognized for excellent performance, exemplary achievements and exceptional work ethic.

SKILLS

- Customer Service
- Attention to Detail
- Adaptability
- Multitasking
- Organization
- Technical Proficiency