



Geraldine Enriquez

Recruitment Specialist

Recruiter with hands-on experience in sourcing, screening, and full-cycle hiring across PH, UK, and AU markets. Skilled in volume and niche recruitment, ATS tools, Boolean search, and candidate coordination. Strong in building pipelines, managing databases, and aligning with hiring teams to meet recruitment goals.

Contact

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LinkedIn

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Education

BSBA, Major in Human Resource Development Management

Rizal Technological University
2018 - 2022

Expertise

- End-to-end Recruitment
- Sourcing
- Boolean Search
- International Recruitment
- ATS Proficiency
- Volume Recruitment
- Niche Recruitment
- Account Management

Experience

August 2024 - Present

Trojan Recruitment Group | Acquire BPO

Recruitment Support Officer

- Handled full-cycle recruitment for volume hiring and manpower planning
- Built pipelines for various roles across Australian clients
- Posted jobs and sourced candidates via SEEK and ATS tools
- Screened resumes and shortlisted top talent
- Scheduled interviews via Calendly and coordinated with hiring managers
- Used Power BI and SMART AI for recruitment insights
- Maintained organized candidate records and databases
- Aligned with teams and clients on hiring goals and timelines
- Tracked candidate compliance documents
- Managed recruitment files, reports, and admin tasks

June 2024 - July 2024

IMS Group

Senior Recruiter

- Handled sourcing, screening, interviews, and candidate evaluations
- Reviewed job descriptions and assessed applicants against role criteria
- Maintained and updated candidate database for tracking and reporting
- Sent daily recruiting reports to the team manager
- Joined and led conference calls for hiring updates
- Calibrate with hiring managers on new requisitions

July 2022 - May 2024

Varitek Consulting Inc.

Recruitment Support Specialist

- Posted job ads across multiple platforms
- Screened resumes and applications for various UK roles
- Conducted initial phone screens for IT, healthcare, L&D, culinary, industrial, and admin talent
- Applied Boolean search techniques on LinkedIn, Workable, Reed, and CV-Library
- Messaged potential clients and promoted recruitment services
- Built and maintained a talent pool of active and passive candidates

Reference

Available upon request