

MILLEN MAE A. MARIBAO

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General Trias, Cavite

Experienced professional specializing in talent acquisition within the financial services sector. Skilled in identifying, attracting, and placing top talent across investment banking, asset management, wealth management, and related fields. Dedicated to building strong relationships with clients and candidates to ensure successful placements that support organizational growth and success.

Education

Cavite State University Main - Indang, Cavite

Sep 2018 - Aug 2022

Bachelor of Science, Major in Psychology (Magna Cum Laude)

Work Experiences

Infinet-O Philippines Inc. - Pasay City

Sep 2022 - Present

Senior Recruitment Specialist

Apr 2025 - Present

Recruitment Specialist

Oct 2023 - Mar 2025

Recruitment Associate

Feb 2023 - Oct 2023

Recruitment Associate (Project Based)

Sep 2022 - Feb 2023

End to End Recruitment

- Manages the full-cycle recruitment process, from sourcing and screening to conducting initial interviews, extending job offers, facilitating contract signing, and managing pre-onboarding activities of selected candidates (such as pre-employment requirements and medical examinations).
- Handles roles up to Grade 3, including international and local finance, admin, and technical positions with minimal supervision.
- Upload job postings on various career portals and platforms including ZohoRecruit, Indeed, JobSeek and LinkedIn.
- Maintains candidate communication, including sending rejection and reprofiling emails.

Reports & Insights

- Prepares and delivers weekly hiring progress reports for all financial requisitions to Operations.
- Generates market insights and saturation reports to support informed recruitment decisions.
- Updates and maintains candidate databases for accurate records and timely follow-ups.
- Assists the Recruitment Lead in evaluating and pricing positions based on market benchmarks and internal guidelines.

Collaboration and Planning

- Works closely with hiring managers to align recruitment efforts with staffing needs.
- Attends weekly planning meetings to provide updates and align on recruitment strategies.
- Supports the Recruitment Lead in team coordination and recruitment activities.

Vendor Management

- Serves as co-point of contact for both recruitment placement and background investigation partners before fully transitioning as the main co-point of the background investigation partner.
- Manages daily communications and coordination with Vendor Partners.
- Manually prepares and distributes weekly hiring status reports to placement partners.
- Assists in conducting quarterly and/or annual vendor performance evaluations.
- Identifies and evaluates potential vendors to provide hiring support.
- Manages monthly billing activities for the background investigation partner.
- Conducts reconciliation of endorsed accounts and billing invoices.
- Submits PRFs through NetSuite for approval and billing payment processing.

Process Improvements & other initiatives

- Participated as a citizen developer to optimize recruitment workflows using Zoho ATS features.
- Assisted in organizing and participating in campus job fairs and related events.
- Created and managed trackers to monitor the team's recruitment activities and vendor management.
- Contributed to recruitment process optimization initiatives during SIPOC analysis and Swimlane mapping sessions.

Talent Management Intern

Mar 2022 - May 2022

Talent Acquisition

- Supported recruitment initiatives, including job postings, candidate sourcing, and screening processes
- Created engaging and call-to-action marketing and recruitment materials
- Conducted thorough reference checks for shortlisted candidates to ensure quality hires
- Maintained consistent follow-up communication with candidates throughout hiring stages

Talent Development

- Assisted with vendor management and selection
- Assisted in administering Level 1 evaluations for training initiatives
- Oversaw logistical arrangements to ensure the successful execution of training programs

Skills, Certifications, & Softwares

- Certification (2024): Citizen Developer at Infinet-O Philippines Inc
- Soft Skills: Strong Communication and Collaboration skills, Detail-Oriented, Adaptable
- Hard Skills: Vendor Management, Billing & Invoice Processing, Data Reconciliation, Report Preparation & Analysis
- Software Used: Microsoft Office (Word, Excel, Powerpoint, Outlook), ZohoDesk, ZohoRecruit, Hubspot, Netsuite, Moodle