



KEZA JARDINICO BARRIENTOS

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Philippines

PROFESSIONAL SUMMARY

Results-driven **Recruitment & Talent Acquisition Specialist** with 8+ years of experience delivering **end-to-end recruitment solutions** for **US, UK, Australian, and international clients** across multiple industries. Proven expertise supporting **RPO, BPO, and Virtual Assistant (VA) agencies**, with a strong background in high-volume hiring, strategic sourcing, stakeholder management, and employee retention. Adept at using data-driven recruitment strategies to improve hiring outcomes, candidate experience, and workforce stability.

EDUCATIONAL BACKGROUND

Master of Science in Psychology University of Negros-Occidental Recoletos | 2018–2019

Bachelor of Science in Psychology Silliman University, Dumaguete City

Certification: Human Resource Management

PROFESSIONAL EXPERIENCE

Virtual Coworker | October 2024 – February 2026

Recruitment Specialist & Staff Success Manager

- Lead **end-to-end recruitment lifecycle** for global clients, supporting staffing needs for **US, UK, Australia, and international markets**.
- Manage recruitment for diverse roles across industries, including administrative, customer support, operations, and specialized positions.
- Conduct strategic sourcing through job boards, ATS platforms, LinkedIn, and talent pipelines to ensure consistent candidate flow.
- Perform in-depth screening, assessment, and validation calls to evaluate skills, experience, cultural fit, and client requirements.
- Oversee onboarding, employee relations, and **staff retention programs**, ensuring high engagement and reduced attrition.
- Monitor staff performance and provide coaching, feedback, and corrective action plans to drive continuous improvement.
- Utilize recruitment metrics and performance data to optimize hiring strategies and workforce management processes.

Transcom Worldwide | November 2021 – October 2024

(BPO) HR Recruitment Specialist

- Spearheaded **high-volume sourcing and recruitment operations** supporting a large-scale **BPO environment** for US Positions.
- Managed and optimized multiple sourcing channels through strategic planning, execution, and performance analysis.
- Drove site applications, interviews, and successful hires aligned with hiring forecasts and business needs.
- Collaborated with internal stakeholders, vendors, and external partners to execute **BPO-style talent acquisition initiatives**.
- Achieved and consistently exceeded KPIs including **Leads, Walk-ins, Hires, Conversion Rate, and Cost per Hire (CPH)**.
- Implemented data-driven sourcing strategies to improve pipeline quality and hiring efficiency.

PSG Global Solutions | January 2017 – October 2021

(RPO) Senior Sourcing Supervisor

- Delivered **full-cycle sourcing & recruitment support for US** and international clients across multiple industries.
- Sourced and engaged both active and passive candidates using job boards, LinkedIn, Career Builder, ATS, social platforms, and direct outreach. ● Conducted comprehensive pre-assessment interviews, validating qualifications, availability, salary expectations, and role fit.
- Maintained accurate candidate records, activity tracking, and pipeline status using internal sourcing trackers.
- Prepared daily productivity and recruitment performance reports for leadership review.
- Built strong candidate relationships to enhance employer branding and long-term talent pipelines.

Acquisition Coordinator / Real Estate Virtual Assistant | June 2016 – January 2017

- Supported **Australian real estate clients**, sourcing properties across multiple suburbs and managing acquisition workflows.
- Coordinated projects using Trello and Asana, ensuring timely execution and reporting.
- Communicated property details and updates to clients and stakeholders via email and reports.
- Managed customer inquiries, site visit coordination, and CRM/database maintenance.
- Created marketing materials, presentations, and social media content to support property listings and lead generation.
- Produced daily operational and performance reports using Excel and Google Workspace tools.

KEY SKILLS & CORE COMPETENCIES

- **End-to-End Recruitment & Talent Acquisition** (Sourcing to Onboarding)
- **Global Recruitment:** US, UK, Australia & International Markets ● **RPO, BPO & Virtual Assistant Agency Support**
- Strategic & High-Volume Sourcing
- Candidate Screening, Interviewing & Assessment
- Stakeholder & Client Relationship Management
- Recruitment Metrics, KPIs & Data Analysis
- Employee Relations, Engagement & Retention
- ATS, Job Boards & LinkedIn Sourcing
- Process Improvement & Recruitment Optimization