

MICHAEL KIM CATALINO

TALENT ACQUISITION SPECIALIST / RECRUITER



CONTACT

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SKILLS

- End-to-End Recruitment & Talent Acquisition
- Candidate Sourcing & Headhunting
- Client & Stakeholder Management

LANGUAGES

- English (Fluent)
- Filipino (Fluent)

RECRUITMENT TOOLS

- ATS - Akken Cloud, Invenias
- CRM - Akken
- LinkedIn Recruiter / Premium, Indeed, JobStreet, Monster Google Sheets, MS Office, Slack, Calendly, Rocket Reach

PROFILE

A Talent Acquisition Sourcing Professional and Executive Search Recruiter specializing in Support and Senior Level to C-level positions focused on Emerging Markets and SMEs across US and APAC regions. With solid experience in end-to-end recruitment handling several verticals like Logistics/Shipping/Maritime, Finance, Retail, Education and Mental Health.

WORK EXPERIENCE

Seven Figure Staffing, California Talent Acquisition Specialist

December 2023 - February 2026

- Supported full-cycle sourcing and recruitment for clients across Mental Health, Nursing, and Education.
- Recruited and screened licensed and board-certified clinicians, including Psychiatrists (MD/DO), ARNP, CNS, CRNP, Licensed Clinical Psychologists, LICSW, LMFT, LPC/LPC-S, Nurse Instructors, Director of Nursing and Director of Clinical Education across 50 states.
- Coordinated and scheduled candidate interviews with recruiters to support efficient hiring workflows.
- Built and maintained robust talent pipelines through proactive sourcing strategies utilizing LinkedIn Recruiter, job boards, Boolean search techniques, referrals, and passive candidate outreach.
- Developed and executed personalized outreach campaigns (email, InMail, and call scripts) to engage high-caliber candidates and improve response rates.

Athena Consulting LLC, Maryland Recruiter

June 2023 - December 2023

ATHENA Consulting is an award-winning staffing firm serving state and local governments. Our mission is to make lives better! We make our Clients' Lives Easier by engaging and supporting our clients and partnering with them to be the most knowledgeable staffing partner. We make our Employees' Lives Better by identifying and cultivating their talents and matching these talents with our customers' needs. ATHENA places a high value on customer service, accountability and getting the job done

- Reported directly to the Account Manager on a weekly basis to review urgent and priority hiring needs, clarify role requirements, and align on sourcing strategy and timelines.
- Conducted market research and developed strategic Boolean search strings to identify qualified candidates efficiently across multiple platforms.
- Posted job advertisements on LinkedIn and Indeed, optimizing job descriptions to attract high-quality applicants and increase visibility.
- Performed comprehensive CV screening and candidate assessments to evaluate qualifications, licensure, experience, and overall fit for the role.
- Conducted initial outreach and prescreening calls to validate candidate interest, availability, compensation expectations, and alignment with client requirements.

EDUCATION

BACHELOR OF SCIENCE IN PSYCHOLOGY

University of the Cordilleras

SY 2012 - 2017

- Presented 3-5 thoroughly vetted and qualified candidates per role, ensuring alignment with both technical and cultural requirements.
- Coordinated interview scheduling between clients and candidates, maintaining clear communication and ensuring a smooth interview process.
- Provided candidates with interview preparation guidance, including role expectations and client insights.
- Maintained and regularly updated the Applicant Tracking System (ATS) to ensure accurate documentation of candidate status, interview feedback, and pipeline activity.
- Tracked recruitment progress and ensured timely follow-ups with both clients and candidates to meet hiring deadlines.

Morgan Philips Group, Philippines

April 2021 - June 2023

Manager - Logistics & Supply Chain Deck

Morgan Philips Group is radically changing the headhunting, recruitment and talent consulting business with a range of modern, innovative service lines designed to succeed in the new world of work. Our approach to combining high-touch consultancy with worldwide search capability and digital sourcing technologies means we are in a strong position to offer organizations a range of talent solutions, including executive search, talent consulting, temporary and permanent recruitment, outplacement, managed solutions and interim management.

Harper & Hill Executive Search Inc. partnership to carry brand Morgan Philips Group Philippines.

- Managed recruitment for Logistics and Supply Chain portfolios, specializing in highly niche roles across the APAC region.
- Reported directly to and supported the Managing Director of Morgan Philips Philippines on strategic and high-priority client engagements.
- Collaborated with hiring managers to define job requirements, key competencies, and ideal candidate profiles for open positions.
- Conducted structured interviews and candidate assessments, presenting curated shortlists of qualified talent aligned with client expectations.
- Executed targeted outreach campaigns to passive candidates through personalized recruiting emails and proactive follow-ups.
- Leveraged professional networks, employee referrals, and industry connections to expand and strengthen talent pipelines.
- Maintained and updated organized candidate databases to ensure data accuracy, pipeline visibility, and efficient tracking.
- Utilized advanced Boolean search techniques to identify and engage top-tier candidates for hard-to-fill and specialized roles.
- Performed compensation and benefits benchmarking research to provide market insights across various functions and seniority levels.
- Researched, evaluated, and recommended innovative sourcing tools, platforms, and recruitment strategies to enhance talent acquisition outcomes.

Achievements:

- Top Biller 2021

Harper & Hill Executive Search Inc., Philippines June 2018 - April 2021 **Senior Executive Search Recruiter**

- Handled C-level Executive – Senior Managers job orders for Asia Pacific
- Tactfully headhunt and source for both passive and actively looking candidates through various channels
- Build and maintain a talent pool of potential candidates in the Applicant Tracking System
- Screen and assess candidates' suitability for specific roles based on their skills, experience, and qualifications

Achievements:

- Top Biller 2020