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# Saraya May T. Cruzada, RPm

## HR RECRUITER/HR ASSISTANT

MayCruzada83@gmail.com | +63 9772570932 | Baguio City, Philippines 2600

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**Hard-working Human Resource Recruiter who is always enthusiastic to learn on the job.** More than 1 year of experience in 180 recruitment as an independent contractor with excellent communication skills in both written and on-phone interviews, including scheduling interview appointments for the hiring manager.

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**Professional Skills** Goal Oriented | Team player | Data- Driven Decision Making | Excellent Communication skills | Detail-Oriented | Creative- Problem Solving Skills

**Technical Skills** Microsoft Office Word/ Excel/ Powerpoint | Google Application Software | Softphone Application | CANVA-Graphic Design Tool | ATS Applicant Stream

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## EDUCATION/LICENSE/CERTIFICATION

Saint Louis University, Baguio City, Philippines (2018 - 2022)  
**Bachelor Science in Psychology**

Professional Regulation Commission October 16, 2023  
**Registered Psychometrician (ID No. 0030824)**

Human Resource Educators Association of the Philippines, Inc. December 27, 2024  
**Certified Human Resource Associate**

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## RELEVANT WORK EXPERIENCE

### Human Resource Recruiter (Independent Contractor) Remote

Zazrow Company (May 2023- April 2025)

924 Bergen Ave #511, Jersey City, NJ, United States

- Reach out to prospective applicants through phone text and email.
- Set up Interview Time between applicants and clients through phone call and email
- Processing applicant's resume to designated offices for each state in Applicant Stream (ATS)
- Import candidates to the company's applicant tracking system from Job Board's database.
- Record the number of applicants scheduled for the day through MS Excel
- Provides general information such as Job description, salary, requirement of the job position to applicants during pre-interview

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### ADDITIONAL EXPERIENCE

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#### St. John Paul II Learning Center, Inc. **Counselor and Facilitator (Intern)**

October-November, 2021

- Produce daily Activities for the assigned student regarding their Motor and Fine Skills
  - Facilitate teaching to grade school Students (English, Math, and basic History/Geography/Civics)
  - Facilitate activities to Children with Special needs depending on the areas that needed improvement (Motor, Fine, and Cognitive Skills)
  - Counselling students from Elementary
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#### Pinnacle Asia Business Solutions Inc. **Human Resource-Recruitment and Selection (Intern)**

November- December, 2021

- Conduct Pre-Screening and Pre-interviews to applicants on a day-to-day basis
  - Formulating follow-up questions on the interview to have in-depth information on applicants previous work experience
  - Grading applicants English Proficiency and Language Level using CEFR
  - Utilizing MS Excel for tracking new applicants
  - Follow-up applicants to confirm their application
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#### Saint Louis Laboratory- Junior and Senior High School & Berkeley Elementary School

January-May, 2022

#### **Homeroom Guidance Facilitator (Intern)**

- Produce written Preparatory Report for the assigned grade level (Homeroom) approved by the Internship Coordinator and Supervisor
  - Facilitate 40-50 minutes Homeroom Activity for the assigned Grade Level.
  - Schedule Preparatory Meetings, Pre-Conference, and Post-Conference with the Supervisor and Advisers.
  - Utilized virtual application of Canva, Google Meet, and Google Calendar for the facilitations.
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### REFERENCE

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- **Marie Ellami S. Refuerzo, RGC, RPsy, RPm**  
Assistant Director/ Professor | Center for Counseling and Wellness  
SLU School of Advanced Studies

Phone: +63 920 900 7360

Email : [mesrefuerzo@slu.edu.ph](mailto:mesrefuerzo@slu.edu.ph)

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- **Maribelle Soliva**  
Senior Trainor Recruiter  
Zazrow Corporation

Email : [achel3377@gmail.com](mailto:achel3377@gmail.com)

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