

# NINIA ORTILE

Meadowood Executive Village, Bacoor City

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## PROFESSIONAL SUMMARY

Results-driven Recruitment Officer with over 10 years of experience in end-to-end recruitment, stakeholder management, team leadership, and talent strategy across corporate and consulting environments. Proven ability to scale hiring operations, manage recruiters, and partner with business leaders to deliver high-quality talent aligned with organizational goals.

## CORE COMPETENCIES

- End-to-End Recruitment & Workforce Planning
- Recruitment Team Leadership & Coaching
- Stakeholder & Hiring Manager Partnership
- Talent Sourcing & Market Mapping
- Process Improvement & ATS Management
- Behavioral Interviewing & Cultural Fit Assessment
- Negotiation & Offer Management

## PROFESSIONAL EXPERIENCE

**Talent Acquisition Officer**  
**Seven Consulting (Australian Company) - EMAPTA Philippines**  
**July 2022 - January 2026**

- Led full-cycle recruitment for project and program management roles across multiple business units.
- Partnered with hiring managers and stakeholders to define role requirements, timelines, and hiring strategies.
- Supported recruitment workload prioritization.
- Improved hiring efficiency through structured interviews, interview packs, and candidate screening frameworks.
- Supported onboarding processes to ensure smooth candidate transition and positive employee experience.

**Sales Recruitment and Training Supervisor**  
**SM Development Corporation**  
**July 2020 - June 2022**

- Led recruitment operations for the sales division, managing high-volume and strategic hiring.
- Supervised recruitment associates and ensured compliance with recruitment timelines

- Collaborated with sales leadership on workforce planning, promotions, and manpower forecasting.
- Consolidated recruitment reports and presented hiring progress and insights to management.
- Streamlined recruitment data tracking to improve visibility of pipeline and hiring outcomes.

**Agency Recruitment and Activation Assistant / HR Assistant**  
**Sun Life Grepa Financial, Inc.**  
**July 2017 – March 2020**

- Supported recruitment and activation of Financial Advisors and Agency Managers nationwide.
- Conducted sourcing, screening, and quality audits of recruitment applications.
- Managed recruitment programs and business opportunity initiatives.
- Ensured compliance with pre-employment requirements and coordinated onboarding activities.
- Assisted in training sessions and company-wide recruitment announcements.

**HR Assistant**  
**AsianLife and General Assurance Corp**  
**June 2014 – July 2017**

- Conducted candidate sourcing, screening, and initial interviews across multiple hiring needs.
- Coordinated with department heads for project-based, trainee, and regular staffing requirements.
- Maintained employee 201 files and supported HR operations.
- Assisted in annual physical examinations and new hire orientations.

**EDUCATION**

Bachelor of Arts in Psychology  
De La Salle University – Dasmariñas  
2010 – 2014 | Dean's List (2014)

**REFERENCES**

Available upon request