

AMRY GAYLE A. RADEN

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SUMMARY

Highly motivated and detail-oriented professional with proven experience managing end-to-end recruitment within the fast-paced BPO industry. Highly adaptive and passionate about contributing to the broader HR function and goal-driven to expand expertise into other HR facets.

WORK EXPERIENCES

Find Human Resources Inc. | Cebu Insular Life Bldg., Cebu City

Senior Recruiter | August 5, 2024 - July 18, 2025

- Experienced in managing the full end-to-end recruitment process and volume-hiring within a BPO industry.
- Conducts and schedules interviews, facilitate candidate assessments, extend Job Offer Contracts and manage Onboarding process for new hires.
- Attended job fairs to source potential candidates.
- Proficient in utilizing the iCIMS Applicant Tracking System (ATS) for recruitment processes.
- Served as the Account Point of Contact (POC) in various hiring accounts, responsible for collecting all new hire data and details prior to training deployment.
- Communicated hiring numbers and progress directly to hiring managers and account directives.

RELEVANT SKILLS

- Microsoft Office, Google Applications, Outlook, iCIMS, and BMS (Business Management System)

EDUCATION

University of San Jose-Recoletos | Magallanes St., Cebu City, 6000

- Bachelor of Science in Psychology, *Magna Cum Laude*

CERTIFICATIONS

Certified Human Resource Associate | Human Resource Educators' Association of the Philippines, Inc.

- Batch 55, January 2025