

Ma. Rowella Cassandra V. Panuncio

0915 505 0282 · mscasseypanuncio@gmail.com · Cabuyao, Laguna, 4025

Motivated and results-driven Talent Acquisition Associate seeking a challenging and fulfilling position within an esteemed organization. Well versed in talent sourcing, recruitment, administrative work, and report writing with a proven ability to perform efficiently, deliver successful outcomes and collaborate within cross-functional teams.

KEY COMPETENCIES

Talent Sourcing	Report writing and presenting	Strong interpersonal skills
Document reviewing	Critical thinking skills	Proactive and self-motivated
Boolean Search	Excellent communication skills	Exceptional organisational skills

PROFESSIONAL EXPERIENCE

SuperStaff Outsourcing (Ayala, Makati) **September 2024 - present**
Talent Acquisition Associate

- Candidate sourcing using various channels (job boards, social media, internal databases, etc.) to source potential candidates for open positions.
- Reviewing resumes and applications, conducting initial phone screenings, and assessing candidates' qualifications and fit for the roles while maintaining clear communication with the candidates.
- Drafting and posting job advertisements on relevant platforms and update job listings as necessary.
- Maintaining and updating candidate records in the Applicant Tracking System (ATS) and ensure all hiring information is accurate and up to date.
- Assists in tracking and reporting on recruitment metrics, including time-to-hire, candidate pipeline, and offer acceptance rates.

Norde International Distributors (Diliman, Quezon City) **October - November 2023**
HR Recruitment Intern

- Assisted HR recruitment associate in handling and sourcing applicants using various online platforms, cold calling and texting, catering the applicants during face to face interview. Organizing applicant list and company - school agreements, arranging and filing 201 files and updating employee list, and providing clerical and administrative support as deemed necessary by the supervisor.
-

TOOLS AND SOFTWARE

- | | | |
|-------------|--------------------|---------|
| • Workable | • Google Workspace | • Slack |
| • Indeed | • Microsoft Suite | |
| • Jobstreet | • LinkedIn | |
-

EDUCATION

Bachelor of Science in Psychology
Polytechnic University of the Philippines - Sta. Mesa
Batch 2024
Magna Cum Laude

CHARACTER REFERENCES

Available upon request