

ARLENE ILAGAN

SOURCING SPECIALIST

09567755149 | ilagana06@gmail.com | Cembo, Makati

CAREER SUMMARY

Skilled sourcing specialist adept of overseeing bidding processes, documentation, and reporting. Discipline professional with strong communication, organizational, and planning abilities. Offering 2 years of experience in the field.

EDUCATION AND CERTIFICATION

Bachelor's degree | College, LPU Batangas

2018-2022

TECHNICAL SKILLS

Microsoft Office | Spreadsheets

WORK EXPERIENCE

TATA CONSULTANCY SERVICES | Taguig, City

2022- Present

- Conducted phone interviews to assess applicant relevant knowledge, skills, experience and aptitudes.
- Collaborate with hiring managers to understand their needs, share market insight
- Attracting key candidate through advertisement, resume data bases, cold calling, internet searches from entry to executive level
- Coordinates the candidate communications on a daily basis, interfacing with clients on phone calls and emails.
- Scheduled interviews between candidates and hiring managers
- Attend interviews between candidates and hiring manager and provides minutes accurately.
- Follow up shortlisted candidates for the recruitment process
- Collating data in requesting feedback with the client
- Manage the day-to-day operation including the vendor management
- Updated and maintained databases with current information
- Utilize various channel (including social media platform, Boolean searches, and professional networks) to actively search for potential candidates

Baybayin Hub | HR Intern

March-June 2022

- Assisted with the recruitment process by conducting initial phone screens and scheduling interviews.
- Conducted research and prepared reports on various topics related to the company's operation and industry trends
- Participated in exit interviews with departing employees to gain insights into their experiences at the company
- Scheduled or conducted new employees orientations