**Juan Dela Cruz**

Contact Information [Home Address, Mobile Number, Email Address]

**Career Summary**

Talent acquisition specialist with 3 years of working in human resources. Familiar with the stages of recruiting talents for a company. Can create job descriptions and interview questions. Conducted interviews and selection process. Made screening calls and assessments. Worked closely with HR managers and departments for staffing needs.

**Key Skills**

* Familiar with recruitment process and methods
* Organization skills
* Verbal and written communication skills
* Interpersonal skills
* Knowledge of work rules and policies
* Knowledge in Applicant Tracking Systems
* Documenting processes
* Familiar with job search sites, resume databases, and social media

**Work History**

*[Company Name]*, Philippines

Talent Acquisition Specialist, July 2020 - January 2021

* Led the screening of applicants
* Did reference checks
* Issued work contracts
* Oriented over 100 employees in 5 departments
* Conducted training sessions

*[Company Name]*, Philippines

Human Resources Recruiter, January 2019 - January 2020

* Worked with HR managers to know staffing needs
* Created job descriptions and interview questions
* Sourced, interviewed, and hired talents for the company

**Education and Training**

Bachelor of Science in Business Management,

Major in Human Resource Management

*[Name of University]*, 2014-2018

* Elected as the President of the Business Management Student Council
* Led the student council in organizing a conference on the latest Human Resource strategies
* Published thesis titled *[Title of Your Thesis]* under *[Name of Publication]*