
JAMIE CHRISTINE B. VERGARA

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(Relocation/Remote Flexible)

PROFESSIONAL SUMMARY

Highly capable and results-oriented Talent Acquisition Specialist with 7+ years of progressive experience in full-cycle recruitment, sourcing, and HR operations. Proven ability to create and implement effective sourcing strategies, manage high-volume requisitions for both agent and non-agent roles, and drive process improvements across major divisions. Friendly, punctual, and a co-operative learner with good conduct and a pleasing personality. Professional Civil Service Eligible.

EXPERIENCE

Senior Sourcing Specialist

IOPEX TECHNOLOGIES PHILIPPINES INC. (June 2025 – Present)

- Executed the full recruitment cycle by sourcing, conducting initial interviews, and processing applicants.
- Managed a wide scope of requisitions for Level 1 up to Director/Support roles, covering both Agent and Non-agent positions.
- Manage and maintain direct **job postings** across multiple platforms (LinkedIn, Jobstreet, Jora, Facebook, ETC).
- Conducted thorough phonescreening/informal interview process for selected/qualified candidates - inviting, and scheduling them for the on-site process.
- Supported **Recruitment Operations** by assisting with candidate registration, AI assessments, conducting initial interviews, hiring manager/client interview endorsements, and other assessments.
- Served as the **POC (Point of Contact)** for new joiners, providing coaching and basic workflow training.
- **Created and maintained trackers** to monitor candidate progress until onboarding.

Recruitment (US PHARMACY RECRUITMENT)

SAFEWAY PHILTECH INC - (Collabera Digital / Ascendion) (May 2024 – February 2025)

- Executed the end-to-end recruitment process, from sourcing qualified candidates to final onboarding.
- Managed US Division-wide weekly intake sessions, overseeing headcount needs, qualifications, and requirements for 3-5 states.
- **Single-handedly revamped and strongly implemented a new recruitment process** across the biggest division.
- **Recreated and managed** the ATS and Division Needs List tracker in a neat and timely manner.
- Conducted initial interviews, coordinated with District Pharmacy Managers, verbally extended offers, explained the onboarding process, and generated offers/triggered background checks.
- Monitored I9 and drug testing on candidate Day 1 and created weekly Division check-in reports with yearly review and improvement plans.

Talent Acquisition Senior Associate

NTT Data Services (May 2022 – May 2024)

- Led intake sessions with Hiring Managers to define open positions, forecasted headcount needs, qualifications, and requirements.
- **Developed and executed sourcing strategies** to fill both Agent and Non-agent roles.
- **Conducted initial interviews** and endorsed qualified applicants for succeeding processes.

- Managed the end-to-end offer process, processing necessary documentation, creating offer letters, and **endorsing accepted hires to the onboarding team.**

Recruitment (Sourcing Associate)

The Results Companies (July 2018 – May 2022)

- Sourced potential candidates using all available job sites, achieving **recruiting goals and targets.**
- **Maintained an excellent applicant experience** by coordinating interviews, scheduling, testing, and responding to all applicant queries.
- Phone screened and scheduled candidates for interviews to fill existing job opportunities.
- Maintained strict confidentiality of all data and was flexible in assisting with all recruiting functions to ensure business continuity.

EDUCATION

Polytechnic University of the Philippines - Anonas St. Sta Mesa Manila Bachelor of Science in Business Administration major in Human Resource Development Management (2014-2018)

- **Dean's Lister** (1st and 2nd semester, 2017-2018)

SKILLS & AFFILIATIONS

- **Recruitment Software/Tools:** Microsoft Office (Word, Excel, PowerPoint), Canva, Applicant Tracking Systems (ATS), SAP, LinkedIn, Jobstreet, Jora, Facebook (various job sites).
- **Core Competencies:** Full-Cycle Recruitment, Strategic Sourcing, Applicant Screening, Onboarding Process Management, Process Improvement, Confidential Data Management, Multitasking.
- **Certification:** Professional Civil Service Eligible - 81.78% (November 2018 passer).

INTERNSHIP EXPERIENCE

- **WGC Global Holdings Inc. (HR and Admin. Staff/Executive Assistant)** (April-June 2017)
 - Finalized the **revised company manual** and created a system for the company's organizational flow.
 - Handled all ingoing and outgoing legal documents and set meeting appointments.
 - Presented outline and dated plans and improvements and conducted qualifying exams/initial interviews.
- **Motor trade Nationwide Corporation (Recruitment Department)** (Summer 2016)
 - Conducted interviews for internship applicants and supervised/conducted qualifying exams for regular positions.

Reference upon request.

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