



JOSIE G. BAUTISTA

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SKILLS

- Communication Skills (Written & Verbal)
- Time Management & Prioritization
- Attention to Detail
- Adaptability & Flexibility
- MS Office Suite (Word, Excel, Powerpoint, Outlook, Publisher)
- Google Workspace (Docs, Sheets, Slides, Forms, Drives, Meet, Calendar)
- Canva (Graphic Design & Visual Content Creation)
- Recruitment & Talent Acquisition
- Staff Allocation & Scheduling
- Client & Employee Communication
- HR Administration & Record Management
- Staff Onboarding & Pre-employment Support

WORK EXPERIENCE

Allocation Consultant - Australian Client (Nursing Agency), LINKED BPO **May 2024 - Oct 2025**

- Identify and allocate suitable staff to fill bookings or shifts, considering skills, experience, and availability.
- Maintain clear and effective communication with both clients and staff, addressing inquiries and resolving issues promptly.
- Accurately record bookings, shift details, and staff information in relevant systems.
- Manage shift changes, updates, and cancellations, ensuring efficient staffing levels.

Recruitment Specialist - Corporate/Non-Agent Hiring, TELEPERFORMANCE **Aug 2022 - May 2024**

- Sourcing and attracting candidates by using employee databases (for internal candidates), employee referrals, Jobstreet, social media, etc.
- Screen candidates resumes, conducting interviews and filtering candidates for open positions. Assist Hiring Managers in scheduling candidates for their assessments and interviews.
- Facilitate salary offer, pre-employment and job offer discussion.
- Ensuring that the identified candidates completed and submitted all necessary pre-employment documents and monitoring their attendance upon hiring.
- Working and sending hiring report to Leaders and Hiring Managers.
- Redeployment of floating status employees and sending report on the progress made (on a weekly basis or as needed).

Institutional Academic Secretary/Admin Associate, SACRED HEART ACADEMY OF PASIG **Jan 2019 - Aug 2022**

- Safekeeping of Students Records, Teachers Reports and School's confidential files.
- Worked on students' request for Certificates, Transcript of Records, etc.
- Create school circulars, letters, invitation, presentation, attendance, surveys/feedback forms and school calendar.
- Answer inquiry through emails, school page/messenger and phone calls on behalf of the school principal and academic director.
- Assist the school principal and academic director on all paper works sent to DepEd.

HR Assistant/Receptionist (Reliever), JENTEC STORGAE INC.**Aug 2018 - Dec 2018**

- Receives DTRs of the employees from Jentec Storage nationwide, conduct timekeeping and forward consolidated report to Compensation and Benefits department.
- Attend to all incoming calls and forward it to concerned department.
- Release checks to company suppliers.

Recruitment Associate (Project Hire) - Agent Hiring, IBEX GLOBAL SOLUTIONS**Apr 2018 - Jul 2018**

- Conduct initial interview and behavioral interview.
- Facilitate assessment needed for each account (typing test, mock calls, versant, etc.) then endorse passers for final interview.
- Facilitate salary offer, pre-employment and job offer discussion.
- Ensuring that the identified candidates completed and submitted all necessary pre-employment documents, monitors their attendance during training and making sure that they will be endorsed to operations.

HR Third-Party Manpower Coordinator, ROBINSONS SUPERMARKET CORP.**Jul 2017 - Mar 2018**

- Receives HR documents from stores nationwide, input details in database for records purposes and forward it to appropriate personnel in-charge.
- Answer inquiries and concern of employees through email and phone calls.
- Constantly coordinating with third-party manpower provider on employee needs nationwide, request manpower if needed, and attend weekly meeting with all third-party manpower provider to discuss updates and needs.
- Receives and validate billing from third-party manpower provider and send it to Accounts Payable for processing of payment.
- Create Annual Budget for third-party manpower employees and create request for adjustments if exceeds budget.
- Receives and process employee clearance nationwide.

EDUCATION

Bachelor of Science in Business Administration**2013 - 2017****Major in Human Resource Development Management**

Rizal Technological University

Secondary Education

Rizal High School

2009 - 2013