

ELLEN FAYE JAVIER

RECRUITMENT
PROFESSIONAL



Contact

- +63 919 912 7478 (Smart)
- fayeresumadero@gmail.com
- <https://www.linkedin.com/feed/>
- 6 Magdalene st. Sta. Teresita
Village Malanday, Marikina City

Expertise Skill

- End-to-End Recruitment
- Process management and compliance
- Verbal and Written Communication
- Technological Skills
- Project Management
- HR reporting skills
- Employee experience
- Interpersonal and Critical Thinking

Personality Highlights

- Collaborative and efficient
- Cheerful disposition
- Motivated by problem solving
- Independent
- Neat and well-organized
- Works well with deadlines

Overview

Has process knowledge and experience across the business processes supported for the clients; understands a client's strategy, priorities, and operations in the context of daily operational activities. Conduct daily process transactions, develop and implement process and operational improvements to meet client and company requirements.

Education

BS Psychology (Graduate)

Our Lady of Fatima University | 2013 - 2017

Caregiver (Completed)

Modariaan Aura Col lege | 2012 - 2013

Work Experience

- Talent Acquisition Lead
Satelliteteams | June 2022 - Present
 - Responsible for all recruiting and staffing programs
 - Facilitate job offer management
 - Hiring and on-boarding of talent
 - Partner with hiring teams to develop targeted talent strategies

ELLEN FAYE JAVIER

RECRUITMENT
PROFESSIONAL



Contact

- +63 919 912 7478 (Smart)
- fayeresumadero@gmail.com
- <https://www.linkedin.com/feed/>
- 6 Magdalene st. Sta. Teresita
Village Malanday, Marikina City

Pre-Employment Experience

- Clinical Psychology (Intern)**
National Center for Mental Health
February 2016 - March 2016
- HR Assistant (Intern)**
Readycon Trading & Construction Corp.
April 2016 - May 2016
- Guidance Teacher (Intern)**
Ateneo de Manila University
January 2017 - February 2017

Work Experience

- Recruiting Services Professional**
IBM Business Services Inc.
Client: Takeda Pharmaceuticals)
June 2019 - June 2022
 - Responsible for all recruiting and staffing programs and activities related to the attraction, selection, hiring and on-boarding of talent into specific units, as well as partnering with Client Managers to help build a workforce with those critical skills needed to move the business forward.
- Human Resource Assistant**
Wuhan FiberHome
January 2019 - April 2019
- HR Officer**
GreenIon Battery World
June 2018 - August 2018
- HR Assistant (Part-time)**
Readycon Trading & Construction Corp.
June 2016 - December 2016