





Patrick Jovie Alaban

RECRUITMENT

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PROFILE

Experienced Back Office and Recruitment with 3 years of experience in Global and Local setup. Skilled in Management, Leadership, Outsourcing, Data Analysis and Recruiting.

SPECIALIZATION

Icims

Jobdiva

Linkedin

Microsoft 365

WORK EXPERIENCE

RECRUITMENT PROJECT LEAD

eTeam Inc.

April 2021 - Present

- Attracting passive candidates for pre-identified scarce and critical roles and delivering a positive experience through every candidate interaction.
- Mentoring and supporting each team member as necessary to achieve high performance.
- Monitoring and managing all team activity on a continuous basis, ensuring appropriate distribution of workloads across the team.

RECRUITMENT TEAM LEAD

Appen Global

Nov 2019 - Jun 2020

- Manages and leads a team consist of 8 Recruitment Specialists
- Communicates company goals, safety practices, and deadlines to the team. Motivates team members and assesses performance(KPI)
- Provides help to management, including hiring and training, and keeps management updated on team performance on a daily basis

RECRUITMENT SPECIALIST

Appen Global

Mar2019 - Nov 2020

- Builds applicant sources by researching and contacting community services, colleges, employment agencies, recruiters, media, and internet sites.
- Determines applicant qualifications by interviewing applicants, analyzing responses, verifying references, and comparing qualifications to job requirements.
- Improves organization attractiveness by recommending new policies and practices; monitoring job offers and compensation practices; and emphasizing benefits and perks.

BACK OFFICE ASSOCIATE

Appen Global

Dec 2017 - Dec 2018

LEAD GENERATION SPECIALIST

OnePaul Digital Marketing Services

Jan 2017 - Feb 2019

BS in Marine Transportation

2013- 2016

Philippine Merchant Marine School

- Member of Naval Reserve Officers Training Corps
- Best in Thesis (Tracer Studies for Batch 1985-86 graduates)