

MARIA VICTORIA NEPOMUCENO

SR. RECRUITER | TA SPECIALIST

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PROFILE

Strategic Talent Acquisition professional with 6+ years of RPO expertise and 6 years of BPO operational experience. Proven track record in full-cycle recruitment for both executive leadership (Brand Managers, Account Directors) and high-volume industries (Healthcare, Industrial, BPO). Expert in managing specialized project-based hiring for Tech and Creative roles, utilizing a deep understanding of technical and sales environments to drive quality placements.


WORK EXPERIENCE

SENIOR RECRUITER

 Head Hunter Inc | Remote (Project-based)
September 2025 - May 2026

- Managed full-cycle recruitment across diverse functions including Software Development, Creative (Graphic Design & Video Editing), Finance (Bookkeeping), and Sales (BDRs & BDR Team Manager) for clients from EMEA, US & LatAm and APAC.
- Facilitated role-specific assessments.
- Sourced candidates via LinkedIn, job boards, referrals and social media communities.
- Partnered with hiring managers to understand role requirements, team dynamics, and to structure interview panels.
- Conducted rigorous initial interviews to ensure alignment with technical requirements and cultural fit before endorsing top-tier talent for final client interviews.
- Negotiated offers aligned with candidate expectations and company budget.
- Tracked and optimized recruitment metrics such as time-to-fill, time-to-interview, and offer acceptance rates using ATS tools

TALENT ACQUISITION SPECIALIST

 TSD Global | Amazon - Hybrid
June 2024 - August 2025

- Spearheaded in-depth hiring process from SEO Strategists, Brand Managers to Account Director positions, from sourcing and interviewing to onboarding.
- Managed a highly discreet, white glove process and acted as the main point of contact for high-level candidates.
- Partnered with HR Leaders and Managing Directors to ensure hiring the perfect candidate for the role aligning with the company's long-term goals.

EDUCATION

OUR LADY OF FATIMA UNIVERSITY

2022 - 2023

- Bachelor of Science in *Psychology*

AMA COMPUTER UNIVERSITY

2001 - 2003

- Bachelor of Science in *Information Technology*

SKILLS

Talent Acquisition
Recruitment Strategy
Full-Cycle Recruiting
Sourcing & Screening
Interview Coordination
Candidate Experience
Stakeholder Management
ATS Management
Offer Negotiation
Employer Branding
Client Relationship Management
Performance Metrics
Onboarding Support
Outbound Sales
Lead Generation
Inbound & Outbound Sales
Customer Service
Technical Hiring
Creative Talent Assessment
Payroll System
Adaptability & Multitasking

TOOLS I'M FAMILIAR WITH

Indeed
GHL (GoHighLevel)
LinkedIn Recruiter
Hubspot
Hubstaff
Workable
Monday.com
Apollo
Salesforce
Google Suite
Microsoft Office
Canva
Slack
Quitbooks
Cisco Webex
Sprout
MS Teams
Zoom
Compass
Asana
Time Doctor
Airtable
Fireflies.ai
Splashtop Business
Stripe Payment
Workday
Calendly

SENIOR RECRUITER IV

PSG Global Solutions | Doherty Staffing - Remote



March 2020 - June 2024

- Managed full-cycle recruitment for multiple clients, sourcing candidates through job boards, social media, referrals, and direct sourcing methods.
- Screened and evaluated resumes, conducted phone and video interviews, and assessed technical and soft skills.
- Collaborated with onshore Hiring Managers to align recruitment strategies with client needs and workforce goals.
- Negotiated job offers, guided candidates through onboarding, and maintained strong candidate engagement throughout the hiring process.
- Led client meetings and team discussions, ensuring timely fulfillment of requisitions and high client satisfaction for industries such as Industrial, Healthcare and BPO.

TRAVEL SALES ADVISOR

Concentrix | TripAdvisor/Viator | Cubao Site



February 2019 - March 2020

- Assisted customers who were interested in taking vacations or business trips.
- Helped customers assessed their travel needs and make appropriate recommendations. Once every detail has been settled, we close the sale.
- Trained for Email and Chat Sales.
- Communicated with customers through live chat or email to answer questions about their bookings, solve problems about their travel preferences and to close the sale as well.
- Virtually trained in doing Outbound Supplier Outreach calls.
- Reached out to suppliers to find out if they are still in business during and after the pandemic and to remind them to update their availability and safety and health measures to their products.

TECHNICAL SALES SPECIALIST

Concentrix | Apple | Commonwealth Site



July 2017 - February 2019

- Answered customers' inquiries about products and services.
- Provided world-class customer service.
- Assisted customers with technical assistance such as troubleshooting and performing iPhone and iPad software repairs.
- Communicated via Chat in assisting customers in processing their Apple devices order reservation, tracking orders, and closing the sale.
- Schedule an Apple Store appointment for support or service

CUSTOMER SERVICE REPRESENTATIVE

Results Manila | Assurance wireless | Alaskaland Site, Pasig City



May 2014 - July 2017

- Addressed customer's communication needs like adding minutes to customer's phones and providing information about their account.
- Verified customer's eligibility for a free government phone.
- Assisted customers in doing basic troubleshooting steps and other technical issues.
- Provided information about the available handsets that customers can purchase if they need a phone better than the free basic phones, then we close the sale.