



# ELMA SAMSON

Virtual Assistant | Recruitment & Admin Support

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## ABOUT ME

Virtual Assistant with a background in administrative support and recruitment coordination. Experienced in candidate screening, reporting, quality assurance, ATS/CRM systems, and data research. Thrives in structured, process-driven work environments and supports remote teams in fast-paced operations.

## WORK EXPERIENCE

### Executive Assistant to CEO | Recruiting Assistant

Essenti – USA (Remote) | Nov 2025 – May 2026

- Manage CEO and team calendar, email, and correspondence as directed
- Support recruitment operations and maintain candidate records (RecruitCRM, CATS, Google Drive)
- Track recruiter performance and prepare daily and weekly reports
- Conduct candidate intake, reference checks, and background checks
- Perform QA checks and create submission packages for accuracy, completeness, and compliance
- Participate in recruitment coordination and daily administrative and team meetings
- Assist with an AI recruiting platform for candidate responses and interview scheduling

### Virtual Assistant

Household Staffing, Inc. – USA (Remote) | Aug 2022 – Nov 2025

- Manage candidate intake, documentation and profile creation
- Handle phone and email communications with candidates.
- Process recruiter requests (reference checks, updates, profile management)
- Maintain applicant records using CATS and RecruitCRM

### Research & Data Entry Specialist (Part-Time)

Web Success Insights formerly A1WebStats Ltd. – UK (Remote) | Oct 2015 – Present

- Collect and recorded aggregated website visitor analytics data
- Maintain structured data entries

### Lead Verifier

BrokerMatch, Inc. – USA (Remote) | Sep 2013 – Jul 2022

- Verify client information and qualify sales leads
- Perform data entry and record updates in the ATS

### Collections Specialist

iQor Philippines | May 2009 – Sep 2013

- Manage delinquent accounts and negotiate payment plans

### Customer Service Representative / Reservation Specialist

Sutherland Global Services – Philippines | Jul 2007 – May 2009

- Handle customer support, billing assistance, and reservations for multiple accounts

## EDUCATION

### Bachelor of Science in Business Management

Holy Angel University

## KEY SKILLS

- Executive & Administrative Support (calendar, email, correspondence)
- Recruitment Coordination (candidate intake, reference checks, background verification)
- CRM/ATS Management (RecruitCRM, CATS) | Candidate Sourcing Platforms (Indeed, OnlineJobs)
- Reporting & Performance Tracking (recruiter reports, data reporting)
- Quality Assurance (submission package review: accuracy, completeness, compliance)
- Communication Tools (Google Chat, Google Voice, Slack, Zoom, Quo, CallHippo, Convoso [TDS], RingCentral) | Project Coordination (Trello, Talin)
- Productivity Tools (Google Workspace: Drive, Sheets, Docs; Microsoft Office: Word, Excel, PowerPoint)
- Documentation & Workflow Management | Remote Team Collaboration