

GABRIEL CLAVERO, Rpm

Recruitment | Talent Acquisition | Psychometrician

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CORE COMPETENCIES

High-Volume Hiring, End-to-End Recruitment, Candidate Screening & Interviewing, ATS/HRIS (Workday), Stakeholder Coordination, Offer Management, Candidate Experience, Process Improvement, Behavioral Assessment

WORK EXPERIENCE

Recruiter I

Concentrix, Cebu, Philippines | 2023 – 2026

- Manage a volumed pipeline of 300+ applicants weekly across multiple lines of business.
- Endorse 7–10 qualified candidates daily to final hiring stages (final interview through onboarding).
- Support end-to-end recruitment with a target turnaround time of ~2 weeks for critical roles.
- Conduct structured virtual, phone, and in-person recruitment screening and interviews to assess candidate fit.
- Maintain ATS/HRIS (Workday) with high data accuracy and real-time tracking.
- Collaborate with hiring departments to align candidate profiles with business needs.
- Improved candidate communication by redesigning email/SMS templates and suggesting multi-channel engagement strategies.
- Identified gaps in communication practices and recommended actionable improvements to increase applicant responsiveness and clarity.

Recruitment Officer

AZpired | 2023

- Screened and evaluated candidates, improving shortlist quality.
- Conducted interviews and endorsed top candidates.
- Managed applicant records and ensured data accuracy in ATS.
- Streamlined candidate tracking and documentation processes.

INTERNSHIPS

Career Development Facilitator

Silliman University, Dumaguete, Philippines – remote | 2022

- Facilitated career counseling and job readiness sessions.
- Guided students in career planning and job search strategies.

HR Executive Intern

IAM+ Coaching and Training Systems, Manila, Philippines – remote | 2022

- Supported screening, interviews, and behavioral assessments.
- Assisted in HR documentation and engagement materials.

Office Intern

Landbank, Iligan City, Philippines | 2017

- Assisted in administrative and customer-facing banking operations.
- Supported records management and documentation.

EDUCATION

Bachelor of Science in Psychology
Silliman University | 2018 – 2022
Cum laude

Senior High School
2016 - 2018

La Salle Academy |
Humanities and Social Sciences

TECHNICAL SKILLS

Workday ATS/HRIS, Microsoft Office (Excel, Word, PowerPoint), Canva, Adobe Photoshop, Zoom, Microsoft Teams

SOFT SKILLS

Communication, Collaboration, Adaptability, Critical Thinking, Resourcefulness