

Juliet Mallare — Talent Acquisition Specialist

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Talent Acquisition Specialist — Technical Recruitment

Makati, National Capital Region, Philippines

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Summary

Talent Acquisition and Recruitment Specialist with nearly two decades of experience sourcing and hiring exceptional candidates for diverse roles across Asia Pacific and EMEA. Proficient with the Confluence ATS and HR systems, phone and Skype-based screening, and close collaboration with hiring managers. Skilled at keeping candidates informed and supported at every step while helping organizations build stronger talent pipelines.

Experience

Global Technical Recruitment Specialist — TekMonks

May 2022 – January 2024 · Remote

Partnered with leadership and hiring managers to understand hiring needs and built effective sourcing, assessment, and closing approaches for internal candidates.

Talent Acquisition Consultant — TekMonks

April 2022 · Singapore

Short engagement supporting talent acquisition across the Singapore team.

Virtual Assistant — Upwork (Freelance)

January 2022 – June 2022 · Philippines

Managed and organized social posts, photographs, and videos; monitored the brand's online presence and responded to customer comments and feedback.

Independent Consultant — MUSIC Group

September 2014 – December 2014

Provided technology recruitment and talent management consulting.

Recruitment Specialist / HR Supervisor — Genie Technologies Inc

October 2012 – May 2014 · Makati City

Ran end-to-end recruitment: sourcing, screening, phone interviews, administering technical exams, interview scheduling, salary negotiation, onboarding, and orientation. Worked with hiring managers on recruiting planning

and implemented recruitment process and policies. As HR Supervisor: developed HR policies and the employee handbook, assisted with expat visa applications and renewals, organized company events, and monitored personnel movement, promotion, and attrition.

Recruitment – Sourcing Specialist — GlobalBridge Resources Corporation

March 2011 – September 2011 · Makati, Philippines

Developed and implemented a recruiting strategy for temporary and direct placement. Performed extensive screening for culture, personality fit, and technical competency. Maintained a personal database of high-quality IT resources and managed job-order aging and candidate endorsements.

IT Recruitment Consultant — Cornerstone Career Connections Pte Ltd

March 2010 – December 2010 · Singapore

End-to-end recruitment across regional branches: sourcing, technical and general selection, compensation negotiation, and management of direct placement and contract staffing. Assisted foreign candidates with Ministry of Manpower (MOM) applications and appeals.

Senior IT Recruiter — WeSelect Inc

June 2009 – February 2010 · Makati, Philippines

End-to-end recruitment for direct placement and contract staffing. Conducted initial interviews, scheduled hiring-manager interviews, negotiated salaries, prepared job offers and employment contracts, and ran new-employee orientation. Managed client hiring-manager relationships and streamlined process tracking, reporting, and analysis.

Recruitment – Senior Assistant — Accenture

April 2006 – October 2008 · Makati, Philippines

Responsible for online recruiting activities including job postings across recruiting websites and forums. Job matching, selecting and short-listing candidates, and scheduling interviews with hiring managers.

Core Competencies

- Technology Recruitment
- Talent Sourcing
- Permanent Placement
- Temporary / Contract Staffing
- Phone & Skype Screening
- Salary Negotiation & Onboarding
- Hiring Manager Partnership
- Candidate Relationship Management

Tools

- Confluence ATS
- HRIS Database

- Google Workspace
- Social Media Marketing

Education

Bachelor of Arts (B.A.), Legal Management — University of Santo Tomas

1998 – 2002

Certifications

Verified International Academic Qualifications — World Education Services

Languages

English