

Patricia Bianca Caballero, CLSSYB

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Flat 1404, Park Heights 2 Tower 1, Dubai Hills, Dubai, United Arab Emirates

Work Experience

White & Case LLP (February 2018 to July 2021)

Employee Services Coordinator (May 26, 2020 to July 25, 2021)

- Receive, verify and process requests for data entry requests using HRIS systems – PeopleSoft, Taleo, KCS, etc. and ensuring high level of understanding in the employee hiring and employee movement processes.
- Receive, verify and process requests for compliance checks such as global conflicts check and background reference checks for all successful candidates as an onboarding requirement of the Firm.
- Receive, verify and process requests for reference checks for employees for confirmation of employment, mortgage reference and rent reference.
- Receive, verify and calculate appropriate time entries and leaves of employees based on documented rules provided by the stakeholders.
- Monitor and coordinate with local HR or Office Manager of relevant information in the joiner and leaver process.
- Maintain and distribute Data Sheets using a strict level of security to preserve confidentiality and security of sensitive information.
- Provide customer service to employees and all levels of staff by receiving and responding to queries and requests in the area of Employee Services.
- Constant coordination with different departments or local offices in the conduct of the duties above.
- Perform other job related duties as assigned including providing coverage to tasks assigned to the HR Systems team.

Global Recruitment Coordinator (February 19, 2018 to May 25, 2020)

The HRSS Recruitment Coordinator assists in the backend global recruitment process in the hiring of Business Support and Legal Staff. The coordinator is responsible for the encoding of CV's, tracking status of candidates, coordinating with local HR staff and background check service providers. The requirements listed below are representative of knowledge, skill and ability required for the position:

- Review requisitions on Taleo.
- Administer and maintain postings on internal and external job portals.
- Assess candidates based on position qualifications using internal and external job portals.
- Endorse qualified candidates to the next recruitment step.
- Encode and upload CV data into Taleo.
- Maintain recruitment database used for tracking and status updating.
- Send out of rejection letters via Taleo.
- Schedule interview and coordinate with appropriate contacts for room booking.
- Initiate and monitor background check and reference check processes.
- Assist Local office's HR in Taleo processes when needed.
- Document processes on company-formatted and firm-formatted manuals.
- Performs other duties, which may be assigned by the stakeholder as more processes are transitioned.

Korn Ferry Futurestep (January 2017 to October 2017)

Recruitment Coordinator

- High-quality administrative, process management and reporting support to the leaders and team.
- to assist the sale and execution of talent acquisition engagements.
- Go to person” for the team/LOB and assists in smooth functioning of office operations.
- Establish engagements on Searcher Express or relevant client.
- Collects data and prepares reports for internal or external stakeholders.
- Conducts research and provide support for target recruitment activities.
- Delivers fast turn-around on all deliverables, ensuring SLA's are met.
- Provides a point of coordination for marketing activity relevant to LOB/geography.

Bank of the Philippine Islands, Head Office (January 2016 to March 2016)

On-the-Job Training, Recruitment Intern

- Sourced and paper screened candidates from walk-in applicants, talent mail and LinkedIn.
- Invited applicants who passed the minimum requirements.
- Initial interviewed candidates.
- Updated the candidates' information in the database.
- Administered pre-employment examination.
- Checked test materials.
- Phone screened provincial candidates.
- Scheduled and pouched exam to provincial candidates.

Certification

- Certified Lean Six Sigma Yellow Belt
- French A2 Delf
- Outstanding Violin Level

Spoken Languages

- English, fluent
- Filipino, fluent
- French, conversational

Education

September 2012 to April 2016

De La Salle College of Saint Benilde

Bachelor of Science in Business Administration, Human Resource Management

References

Available upon request