



REIZEL EMIE M. DAYAK

Experienced Recruitment Specialist I leveraging strong organizational skills, passion for talent acquisition, and excellent customer service to drive successful placements. Driven professional seeking collaborative environment to drive talent acquisition success through effective communication and strategic hiring.

EDUCATION

○ UNIVERSITY OF SOUTHERN MINDANAO

Bachelor of Science in Business
Administration (Marketing Management)
(Cum Laude)
1.54 GWA

CONTACT

- remdayak17@gmail.com
- +639369933125
- <https://www.linkedin.com/in/reizel-emie-dayak-200997340/>

SKILLS

- Excellent communication skills
- Proven recruitment expertise
- Strong interpersonal abilities
- Effective multitasking and organizational skills

AWARDS

- Elite Employee of the year (2024) at Find Human Resources, Inc.

REFERENCES

- **Rosalie Vallescas**
FHRI Senior Manager
+639065816990
- **Kristine Camille Braganza**
FHRI Asst. Recruitment Manager
+639101471084
- **Mary Cristhen Jane Acusar**
FHRI Supervisor
+639913526017
- **Queeniejane Embat**
CSA Back Office - TP Malaysia
+639107765413

EXPERIENCE

RECRUITMENT SPECIALIST I

Find Human Resources Inc. (Teleperformance Philippines)

September 29, 2022 - February 6, 2025

○ Candidate Sourcing

Utilized innovative recruitment strategies, including proactive candidate outreach and advanced toolsets, to identify and engage high-caliber candidates.

○ Validation Interview

Assessed candidate suitability through standardized interviews, ensuring alignment with position requirements.

○ Account Management

Successfully managed three accounts, and exceeded hiring targets by 120% across onsite and remote settings.

○ Recruitment Tools

Utilized recruitment tools (ICIMS, BMS, Compass) to identify and qualify potential candidates. Successfully sourced diverse talent pipelines.