

Kurt Raven M. Reyes

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SCHOLASTIC RECORD

Doctor of Optometry

2017-2019

Centro Escolar University - Manila
Manila, Metro Manila

Bachelor of Science in Medical Radiology

2016-2017

Family Clinic Inc.
Manila, Metro Manila

Bachelor of Science in Radiologic Technology

2015-2016

University of Makati
Makati, Metro Manila

Bachelor of Science in Mining Engineering

2012-2015

Caraga State University
Butuan City, Agusan del Norte

WORK EXPERIENCE

Tata Consultancy Services 2022 – 2025

BGC, Taguig

Business Process Lead

- Managed performance and daily operations of a team of recruiters/researchers, and directs them to meet/exceed goals defined with clients
- Developed and manages tactical sourcing and recruitment strategies, in partnership with the operations manager and client manager
- Ensured successful implementation, continual operation and success of accounts, by collaborating with different work groups
- Build recruiters' competencies in sourcing and recruiting, according to the needs of their industry/client
- Assisted client managers in maintaining positive client relationships
- Other duties include employee development, reports generation and analysis

PSG Global Solutions: 2020 – 2022

14th Floor, 6805 Multinational Bancorporation Centre Ayala Avenue, Makati City

Senior Recruiter

- Sourcing of suitable applicants by conducting research on job boards, applicant tracking systems, company web sites etc.
- Recruiting passive candidates through phone calls, emails, and general relationship-building.
- Conducting pre-assessment calls with candidates, verifying different items such as qualifications, availability, and compensation requirements.
- Organizing and keeping of candidates' files, tracking their activities, opportunities, and references.
- Maintaining a record of candidates sourced through the SS Tracker.
- Creating end of day reports of productivity and results.

Freelance: 2019 – 2020

Quezon City, Metro Manila

Social Media Manager/Editor

- Created articles for magazines and blogs.
- Involved with data analytics and management of social media accounts.
- Copywriting and editing of articles and posts.
- Scheduled posts.

Alorica: 2018 – 2019

Quezon City, Metro Manila

Customer Service Representative

- Assisted inbound customers on their general inquiry for phone service.
- Assisted inbound customers on activation of phone service.
- Provided first level technical and repair support for phone service.
- Assisted inbound customers on their billing issues, upgrade and downgrade of service.

Redfox Technologies: 2018 – 2018

Quezon City, Metro Manila

Marketing Director

- Participated in the development of branding and corporate identity initiatives.
- Developed and implemented marketing plans, including promotional calendars and programs, new product introductions and other marketing projects.
- Developed and managed marketing budgets.
- Developed sales forecasting and product branding plans.
- Established and grew a target market share.
- Monitored costs and budgets
- Conducted customer, brand and product research initiatives
- Offered expert advice to develop innovative advertising, public relations, social media and events
- Negotiated with media partners to guarantee advantageous contracts
- Worked with business development team and sales teams on brand initiatives
- Managed providers, consultants, freelancers and other suppliers, including contract negotiation and management
- Supervised a marketing team, including hiring, training, workloads, schedules and deadlines

Teleperformance: 2017 – 2018

Mandaluyong, Metro Manila

Technical Support Representative AT&T U-verse

- Assisted inbound customers on their general inquiry for cable, phone and internet service.
- Assisted inbound customers on activation of cable, phone and internet service.
- Provided technical and repair support for cable, phone and internet service.
- Assisted inbound customers on their billing issues, upgrade and downgrade of service.

UC Digital Media and Consultancy: 2015 – 2017

Makati, Metro Manila

Social Media Manager/ Editor

- Performed research on current benchmark trends and audience preferences.
- Designed and implemented social media strategy to align with business goals.
- Set specific objectives and reporting on ROI.
- Created articles for magazines and blogs.
- Involved with data analytics and management of social media accounts.
- Copywriting and editing of articles and posts.
- Scheduled posts.

SKILLS

- Fluency and excellence in the command of the English language, both written and spoken.
- Dependability, accountability, and integrity through all the aspects of the employment.
- Ability to work under minimal supervision.
- Capable of adapting to various changes in the processes of the organization in a timely manner.
- Able to efficiently accomplish all tasks given within the time frame provided.
- Communication & Interpersonal Skills.
- Ability to work in a fast paced environment.
- Strategic planning.
- Ability to create tactics and execution.
- Understand how content works on a social web.