



**Russel** [Redacted]

To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

**PROFESSIONAL EXPERIENCE:**

**Henry Consulting Group | Remote | September 2021 – April 2023**

- Freelance | Technical Recruiter | Talent Acquisition Specialist | HR Generalist | Sourcer Consultant
- Job Responsibilities: Craft and send recruiting emails, Send InMail to candidates aligned with JD, Source for Candidates based on JD, Create Templates, Email campaigns, Check and update the ATS, Call Candidates, Strategizing and use proper Boolean and search filters, etc. Negotiations, Diversity Hiring, CRM/ATS: Bullhorn, JazzHR, Jobvite, iCIMS, Full-Cyclerecruiting
- Recruiting Tools: HireEZ, Seekout, LinkedIn Recruiter, Job Boards (Indeed, ZipRecruiter, Monster, etc.)
- Recruited for, Software and Hardware Engineering, Product, Sales, Security, Cloud, IT, Business, and Corporate
- Industries: Healthcare, Finance, Fintech, Retail
- Networking & Referrals: MeetUp, Twitter, Slack, Associations, Instagram, GitHub
- Clients: LevelUp, Blue Shield of California to hospitals like UC Davis, Cottage Health, Amazon, Stitch Fix, Digital Alchemy, Texas Capital Bank, Grid, Tempo,

**IBM (International Business Machines Corp) Global Business Services | February 2018 – February 2022**

- **Finance Admin: Accounts Receivable Specialist (EMEA) | Convatec Account**  
Specialization: Order to Cash, Cash Applicator Analyst keeps financial records organized, cash processing tasks collect payments, issue receipts, invoices, and refunds while also answering customer inquiries, balancing bank reconciliation, checking bank statements, aging reports, and sending remittance advice in different countries, backups in APAC, NALA, etc. (using SAP, Autorek, Blackline, Outlook, JIRA)
- **Finance Admin: Vendor Master Data Cleansing | Google Account**  
Specialization: maintaining internal control environment, proactively ensuring compliance and efficiency in the p2p area, such as vendor data cleansing related to banking, taxes, invoices, payment rejections, consulting, auditing, ticketing system, compliance checks, reviewing vendor | supplier setup forms to set up new suppliers, etc. (SAP Ariba, SAP MDG, Oracle, GUTs)

**J & F Food Corporation | April 2017 – January 2018**

- Accountant | 8 McDonald’s Franchise Stores | Accounting Office
- Specialization: Working Papers related to accounting like sales, tax, collections, receivables, inventory, and payables.

**Commission on Audit | On-the-Job training | Personnel Welfare and Assistance Department**

- Specialization: Loans, Benefits, Amortization, etc.

**Social Security System (SSS) | Summer Job | Information System Audit Department**

- Specialization: Auditing, SSS Contributions, Loans, etc.

**THE UNIVERSITY OF [Redacted] | Department of Business Administration and Accountancy**

- Student Assistant | Office support such as mailings, front desk coverage, filing | Assisting as necessary with department events | Other duties as assigned | Quality verbal communication (small and large group settings) and written communication (email, letters).

**SKILLS:**

- Computer Literate | Microsoft Office| Excel | Visio | Outlook | Word | SAP etc.
- Typing and encoding of information for data transmission
- Fast Learner and willing to learn
- Knowledge Transfer | Training of people
- Work–Oriented, Talented, Resourceful, Reliable, Initiative, Honest, and God–fearing Individual

**Tools known used:**

- QuickBooks|SAP|SAP Ariba|SAP MDG|Oracle|GUTs|Autorek|Blackline|Outlook|JIRA, etc.
- HireEZ|Seekout|LinkedIn Recruiter|Job Boards (Indeed, ZipRecruiter, Monster, etc.)
- CRM|ATS: Bullhorn|JazzHR| Jobvite|iCIMS, etc.
- Different digital platforms|pre hosting |digital marketing specialist|website|mobile apps developer