

Sherdon Moreno

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Career Summary

I have extensive experience in sourcing and interviewing IT and non-IT professionals, specializing in full-cycle and high-volume recruitment. Skilled in ATS management, data entry, and process optimization, I have also worked with international teams, strengthening my adaptability and efficiency. Beyond recruitment and administration, I have completed a short course in Visual Graphic Design, honing my skills in Adobe Photoshop, Illustrator, and Canva, as showcased in my portfolio. I bring a unique blend of technical expertise and creativity, contributing both strategically and innovatively to a dynamic team.

Technical Skills and Interest

- Talent Acquisition / Recruitment
- Applicant Tracking System (ATS)
- Boolean Search/Strings
- Google Workspace, Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Data Entry and Admin Support
- Arts and Crafts
- Canva
- Graphic Design
- Adobe Creative Suite (Ph CC 2019, Illustrator 2021)
- Photo / Image Enhancing

Employment History

Operations Assistant (Freelance)

Tesoro Group (Chanhassen, Minnesota, USA)

April 8, 2024 to July 19, 2024

- Performed administrative tasks.
- Assisted the Recruitment Operations team.
- Worked with the Applicant Tracking System.
- Updated trackers and managed data entry

Recruiter

Information Professionals Inc.

Jan 2020 - August 20, 2020

- Established relationships and worked closely with clients and account managers.
- Handled all executive and non-executive vacancies.
- Planned, developed, and executed sourcing/recruitment strategies to ensure hiring needs were met.
- Identified competitors and created strategic approaches.
- Built and maintained a talent pipeline, including critical and hard-to-find positions.
- Developed and deployed systematic processes for identifying, attracting, assessing, and hiring talent.
- Worked closely with department managers to project manpower requisitions.
- Conducted job offer negotiations, created employment contracts, and performed salary analysis.

Technical Recruiter

Archon Consulting and System Services Inc.

April 2018 to Jan 2020

- Sourced candidates for various IT positions using job portals (JobStreet, Monster, etc.) for client endorsements.
- Conducted phone and in-person interviews to assess behavior, experience, and other key qualifications.
- Assessed applicants' qualifications for the position.
- Coordinated with account managers regarding client application status.
- Updated applicants on their application status.
- Coordinated and negotiated with applicants using techniques learned from training and seminars, as needed.

Recruitment Officer

7 Star Group of Companies

(Formerly known as 7 Star Manpower Services of the Philippines Corp.)

Apr 2017 - Feb 2018

- Maintained strong relationships with clients.
- Screened candidates through initial interviews and behavioral assessments.
- Conducted background and reference checks as part of the recruitment process.
- Organized job fairs, barangay recruitment, and external sourcing efforts.
- Planned necessary fieldwork for external sourcing.

Office Staff (Contract-based)

Aguinaldo International School

Jan 2016 to July 2016

- Provided administrative support to the School Superintendent and School Principal.
 - Answered, screened, and referred inquiries.
 - Operated computer-based equipment, including photocopying and distribution services.
 - Maintained the filing system and handled students' 201 files.
 - Processed school documents, including Form 137, Form 138, diplomas, awards, and certificates.
 - Assisted students in visiting the school clinic.
 - Performed other related administrative tasks as required.
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Educational Background

- **Recipient of the Commission on Higher Education's "Tulong Dulong Scholarship"**
(June 2010 – October 2014)
- **NCIII Visual Graphic Design**
Caloocan City Manpower Training Center (Jan 24, 2022 – May 21, 2022, Completed)
- **Bachelor of Science in Psychology**
Our Lady of Fatima University (Graduated: October 2014)