

Aira Kate N. Baoy

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Experience

May 2024 - Present

Better Rehab - Talent and Compliance Specialist

- **Compliance Frameworks and Process Improvement**
 - Created and revamped international compliance resources for the Australian and New Zealand teams, streamlining the onboarding process for new hires.
 - Built and managed a central database to track international candidate compliance, improving data oversight and team management.
 - Reviewed and optimized compliance workflows for international hires in Australia, mitigating risks and improving overall efficiency.
 - Analyzed employee engagement survey data to identify workplace trends, deliver actionable people analytics insights, and help drive regional retention strategies.
- **Global Mobility and Visa Management**
 - Managing the end-to-end relocation process for international candidates moving to Australia, New Zealand, and the UK, ensuring full compliance with local immigration and employment laws.
 - Developed and ran the compliance and visa process specifically for international clinicians moving to New Zealand and Australia, ensuring a seamless transition.
 - Spotted and mitigated risks within the relocation pipeline to prevent delays, protect operational efficiency, and maintain a positive candidate experience.
 - Managed end-to-end processing and sponsorships for employer-sponsored visas, ensuring strict adherence to salary benchmarks and labor market testing.
 - Tracked visa statuses and expiration timelines while serving as the primary advisor for international candidates navigating visa pathways, document collection, health checks, and clearances.
 - Designed and executed specialized relocation pipelines for international clinicians entering New Zealand, proactively mitigating compliance risks to prevent gaps in work rights.
- **Stakeholder Collaboration**
 - Overhauled regional compliance toolkits, making it easier for the Talent team to support international hires through the transition.
 - Worked closely with internal teams and external partners (including migration agents, immigration authorities, and mobility vendors) to keep processes aligned and running smoothly.

Nov 2020 - Jan 2024

PSG Global Solutions (Medical Solutions) - Senior Talent Acquisition Specialist

- **Onboarding and Compliance**
 - Guide candidates through onboarding processes to begin assignments smoothly.
 - Verify US Healthcare Workers' employee credentials and maintain accurate records.
 - Conduct background checks to ensure compliance with regulations and good standing.
 - Monitor compliance with regulatory bodies and facilitate ongoing education and training.
 - Facilitating the distribution of essential onboarding paperwork through electronic signature softwares for newly hired travelers and verifying completion to ensure compliance.
 - Coordinate with the Talent team to ensure all compliance checks are completed.
 - Serve as the main contact for workers on assignment, directing them to relevant company representatives for payroll, benefits, etc.
 - Set up different packages on Universal Background Screening (i.e., Background Check, Education Check, Employment Check, and Occupational Health Items
- **Team Management**
 - Onboards newly hired Corporate Recruiters and foster their growth as a professional in the company
 - Identify training needs and develop training materials and resources to support the ongoing development of team members.
 - Facilitate training sessions and workshops to impart necessary skills and knowledge, both for new hires and existing team members seeking to enhance their capabilities.
 - Establish and maintain quality standards for tasks and projects, ensuring that all deliverables meet our organization's quality expectations.
 - Conduct regular quality assessments and provide feedback and guidance to team members to help them improve their work.
 - Monitor task progress and deadlines to ensure that projects are completed on time and within scope.
 - Identify any potential delays or obstacles and work proactively to address them, coordinating with team members to reallocate resources or adjust priorities as needed.
 - Track and analyze key performance metrics related to onboarding, training, task quality, and deadline adherence and use this data to identify trends, areas for improvement, and opportunities to optimize our processes and workflows.

July 2023 - Dec 2024

Freelance - Social Media Content Producer

- **Research and Development**
 - Gathering, analyzing, and synthesizing information to support the content creation efforts.
 - Creates detailed databases using various Google tools, ensuring it's a strong foundation that provides valuable insights for social media content strategies.

- Conduct in-depth research and comprehensive data analysis prior to formulating each social media post to ensure that the content is not only aligned with the latest trends but also tailored to resonate with the preferences of the target audience, maximizing engagement and driving strategic outcomes.
- Ensures the database stays accurate and relevant by meticulously verifying and updating information to ensure reliable data for making content decisions.
- **Design and Writing**
 - Conducts thorough research on topics related to finance, financial literacy and financial hacks, curating valuable insights to create informative content.
 - Creates engaging and informative content that resonates with the target audience and reflects the content creator's values.
 - Crafts engaging infographics that effectively communicate complex and unfamiliar concepts with the use of Canva.
- **Video Editing**
 - Edit educational videos on similar subjects using advanced platforms like CapCut and DaVinci Resolve, ensuring our audience receives high-quality and easily digestible information.
 - Edit and produce engaging and visually appealing videos optimized for each platform's unique audience and format requirements (Youtube, Tiktok, Reels). This includes cutting clips, adding effects, transitions, music, and text overlays to enhance the storytelling and viewer experience.
 - Collaborate closely with our content creators to understand their vision and goals for each video project. Ensure that the final edited videos align with our brand identity, messaging, and objectives

Skills

- **ANZ Visa & Sponsorship Management:** End-to-end processing for Australian Subclass 482 (TSS), Subclass 186 (PR) and New Zealand AEWV; labor market testing (LMT) and salary benchmarking.
- **Global Mobility & Onboarding:** Managing cross-border candidate pipelines from visa approval to day-one readiness; specialized healthcare compliance for US and ANZ clinician sectors.
- **Risk & Compliance Tracking:** Proactive visa monitoring, expiry auditing, and renewal management to eliminate gaps in employee work rights.
- **People Analytics & Engagement:** Analyzing data from employee engagement surveys to extract actionable insights, identify workplace trends, and support retention strategies.
- **HRIS & Data Reporting:** Maintaining candidate tracking pipelines via HRIS databases; data storytelling, compliance reporting, and executive presentations.
- **Digital Operations & Tools:** Advanced use of e-signature platforms (DocuSign, PandaDoc), Google Workspace, and Microsoft Office for secure international contract execution.

- **Stakeholder Management:** Main point of contact for international candidates, internal talent acquisition teams, and external migration partners.

Education

2015 - 2019

University of Santo Tomas - *Bachelor of Science in Psychology*

Awards and Recognitions

May 2021

PSG Global Solutions - *Employee of the Month*

Aug 2022

PSG Global Solutions - *Elite Employee Awardee*

May 2021 - Nov 2023

PSG Global Solutions - *A Player Awardee*

Nov 2024

Better Rehab - *Superstar Awardee*

June 2025

Better Rehab - *Superstar Awardee*