

# MARIO ALMEDA

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## Job Summary:

Results-driven Technical Recruiter with extensive experience in the outsourcing and offshoring industry. Skilled in sourcing, screening, and hiring top technical talent across diverse roles, including Software Developers (Full Stack, Backend, Frontend), Accountants (AR/AP/General), C-level Executives, IT/Technical Project Managers, IT Support Engineers (L1-L3), and Cloud/Application Support Engineers.

Proficient in using Applicant Tracking Systems (ATS) such as Bullhorn, Manatal, Greenhouse, and Zoho CRM, and leveraging sourcing platforms like LinkedIn, JobStreet (PH), Indeed, Monster (PH), Dice, CareerBuilder, and advanced X-ray search techniques.

Recognized for building strong relationships with clients and candidates, and for implementing innovative sourcing strategies to attract high-performing professionals. With a background in Psychology, I apply a people-centered and analytical approach to recruitment, ensuring a seamless process from sourcing to onboarding.

Successfully partnered with leading organizations including Outforce BPO, EuroAsia Executive Search Inc., and Fujitsu.

## Experience:

### **OutForce BPO, Ortigas Pasig – Senior Technical Recruiter / TABP**

**August 2022 – Present**

Lead end-to-end recruitment for diverse technical and corporate roles, with a strong focus on Software Developers, Technical Support Engineers (L1-L3), IT Project Managers, Cloud Engineers, Accountants (AR/AP/General) and other specialized IT positions. Collaborate directly with hiring managers from client organizations across APAC, the US, the UK, and EMEA to align recruitment strategies with business goals and ensure timely, high-quality hires.

#### **Key Responsibilities & Achievements:**

- Manage the full recruitment lifecycle from job intake, sourcing, screening, and interview coordination to offer negotiation and onboarding.
- Source and engage candidates through LinkedIn Recruiter, JobStreet (PH), Indeed, Monster (PH), and advanced X-ray search techniques.

- Utilize ATS platforms such as Bullhorn, Manatal, Greenhouse, and Zoho CRM to manage pipelines and streamline hiring processes.  
Calibrate with client hiring managers to understand technical requirements and deliver tailored sourcing strategies.
- Conduct competency-based and technical interviews to ensure skill alignment and cultural fit.
- Collaborate with HR and leadership to support diversity and inclusion initiatives in hiring.
- Maintain a time-to-fill below industry average by optimizing sourcing, screening, and candidate engagement.
- Ensure an exceptional candidate experience with transparent communication and structured feedback throughout the process.
- Provide market insights, talent mapping, and salary benchmarks to guide client hiring decisions.
- Mentor and support new recruiters on best practices in technical sourcing and behavioral interviewing.

### **EuroAsia Executive Search Inc., Mandaluyong City – Senior IT Recruitment Specialist November 2021 – August 2022**

Specialized in IT and technical recruitment for client organizations locally and across the APAC region, delivering full-cycle recruitment solutions tailored to each client's unique business and technical requirements. Partnered closely with hiring managers to align talent strategies with project goals and workforce plans.

#### **Key Responsibilities & Achievements:**

- Managed the end-to-end recruitment process for IT positions including Software Developers, Network Engineers, System Administrators, IT Support Engineers, Cloud Specialists, and Project Managers.
- Partnered with local and APAC-based clients to define job requirements, timelines, and hiring priorities.
- Sourced candidates through LinkedIn, JobStreet (PH), Indeed, Monster (PH), and referral networks, ensuring strong technical and cultural fit.
- Conducted technical screenings and behavioral interviews to assess both skill proficiency and organizational alignment.
- Delivered market research and salary benchmarking reports to help clients make data-driven hiring decisions.
- Maintained strong client relationships by providing consistent communication, status updates, and post-placement support.
- Streamlined internal recruitment processes to improve time-to-fill and candidate quality metrics.

- Ensured a positive candidate experience through timely feedback and transparent coordination throughout the hiring cycle.

### **Prosource BPO, Makati City – IT Recruitment Specialist**

**February 2021 – October 2021**

Handled full-cycle recruitment for IT and technical roles, ensuring timely and high-quality hires aligned with client and company objectives. Collaborated with hiring managers to understand project requirements and deliver tailored sourcing strategies that met evolving business needs.

#### **Key Responsibilities & Achievements:**

- Led recruitment for key technical roles including Software Developers, IT Support Engineers, Network Administrators, and QA/Test Engineers.
- Managed the end-to-end hiring process, from sourcing and screening to interview coordination, offer management, and onboarding.
- Utilized LinkedIn Recruiter, JobStreet (PH), Indeed, Monster (PH), and X-ray search techniques to source high-caliber candidates.
- Conducted competency-based and technical interviews to evaluate both technical expertise and cultural fit.
- Partnered with hiring managers to refine job requirements and sourcing strategies for niche and hard-to-fill positions.  
Improved recruitment turnaround times by optimizing sourcing workflows and communication channels.
- Delivered a smooth candidate experience, maintaining professionalism and engagement from application to placement.
- Provided insights on market trends and salary benchmarks to support data-driven recruitment decisions.

### **TEEKAY Shipping, Makati City – Marine HR Coordinator**

**May 2019 – June 2020**

Supported the end-to-end HR operations for marine and vessel-based personnel, ensuring compliance with maritime regulations and company policies. Collaborated with internal teams and global offices to maintain crew readiness, documentation, and efficient onboarding processes.

#### **Key Responsibilities & Achievements:**

- Coordinated recruitment, onboarding, and deployment of marine crew in compliance with international maritime and labor standards.
- Maintained and updated personnel databases, contracts, certifications, and performance records for all seafarers.

- Assisted in the implementation of HR policies, training programs, and crew development initiatives.
- Ensured compliance with flag state, STCW, and MLC 2006 requirements for all crew members.
- Collaborated with global crewing offices to support timely crew rotations and manpower planning.
- Prepared HR reports, compliance documentation, and audit materials as required by management and regulatory bodies.
- Provided administrative and logistical support for crew welfare, travel arrangements, and onboarding requirements.
- Contributed to continuous improvement of HR workflows, ensuring accuracy, efficiency, and regulatory alignment.

### **Fujitsu, Biñan, Laguna – HR Recruitment Specialist**

**May 2016 – January 2019**

Handled end-to-end recruitment and onboarding for IT and corporate roles, ensuring alignment between candidate qualifications and organizational needs. Partnered with hiring managers to streamline the recruitment process and deliver a high-quality candidate experience.

#### **Key Responsibilities & Achievements:**

- Managed sourcing, screening, interviewing, and selection for IT positions including Software Developers, IT Support Engineers, System Administrators, and Business Analysts.
- Collaborated with hiring managers and department heads to define role requirements and establish efficient recruitment workflows.
- Utilized sourcing channels such as LinkedIn, JobStreet (PH), and internal talent pools to attract qualified candidates.
- Conducted initial and behavioral interviews, assessing both technical aptitude and cultural fit.
- Coordinated pre-employment requirements, job offers, and onboarding to ensure a seamless transition for new hires.
- Supported employer branding and internal hiring initiatives, contributing to stronger talent pipelines.
- Maintained accurate recruitment records and reports to monitor progress and hiring metrics.
- Helped improve recruitment turnaround time by implementing structured communication and candidate tracking systems.

## Education:

**UNIVERSITY OF PERPETUAL HELP - LAGUNA,**  
Bachelor of Science - BS, Psychology

2012 - 2016

Honors: Dean's Lister

## Awards:

**Awarded Top Recruiter of the Month (2021)** for outstanding performance and successful placements at **Prosource BPO**.

**Recognized as Best Recruiter of the Month (2022)** at **EuroAsia Executive Search Inc.** for exceeding recruitment targets and delivering high-quality hires.

## Skills:

Talent Acquisition Strategy | Technical Recruitment | Candidate Sourcing & Screening |  
Full Recruitment Lifecycle | Management Stakeholder | Collaboration Market &  
Industry | Analysis Diversity & Inclusion | Client Relationship Management |  
Onboarding & HR Support