



ERICA

[VIDEO INTERVIEW](#)

WORK EXPERIENCE

ONBOARDING SPECIALIST

Global / Remote (APAC, US, AU, SG) | 1 Year

- Managed end-to-end employee onboarding and offboarding by creating HRIS profiles, coordinating inductions and training, preparing employment change offers, handling documentation, monitoring progress, and responding to employee and manager inquiries in collaboration with state managers.

GLOBAL TALENT ACQUISITION SPECIALIST

Global / Remote (APAC, US, UK, AU) | 4 Years

- Led high-volume, end-to-end recruitment for C-level, mid-level, niche, and specialized roles across IT, Banking, Healthcare, Travel, and Finance by sourcing through multi-channel platforms, screening and interviewing candidates, maintaining pipelines, endorsing 10-15 qualified candidates daily, supporting onboarding and vendor compliance, and delivering hiring reports to senior leadership.

VIRTUAL ASSISTANT

Remote | 4 Years

- Provided operational and project support by managing email and communication channels, scheduling meetings and events, coordinating deliverables, preparing reports and spreadsheets, handling social media scheduling, and supporting basic bookkeeping tasks.

EXECUTIVE ASSISTANT

Remote | 3 Years

- Supported executive leadership by managing inbox and calendar priorities, coordinating meetings and travel arrangements, preparing presentations and reports, handling confidential communications, and liaising with internal teams and external partners.

SKILLS/AREAS OF EXPERTISE

- HRIS Onboarding Setup
- Offer Letter Preparation
- Compliance Tracking
- Training Coordination
- Offboarding Documentation
- Resume Review & Filtering
- Virtual Interview Scheduling
- Skills & Experience Matching
- Talent Pipeline Development
- Candidate Communication & Updates
- Inbox Management
- Calendar & Meeting Coordination
- Travel Booking & Logistics
- Document & Presentation Preparation
- Confidential Correspondence Support

TECHNOLOGY

- Asana
- Calendly
- Slack

[CLICK HERE TO
VIEW MORE CANDIDATES](#)



Click here to:
[BOOK AN INTERVIEW](#)