JENNELYN V. YU

Pasay City, Philippines

ABOUT ME

Results-driven virtual and executive assistant with 8 years of experience in financial services. Specializing in calendar management, travel itineraries, reports, and data management, with recruitment and social media skills. Highly organized, confidential, and commtited to keeping operations running efficiently.

EDUCATION

St. Scholastica's College | 2006-2010

Bachelor of Science Major in Hotel and Restaurant Management

WORK EXPERIENCE

PJ Lhuillier, Inc.| 2021 - 2025

Talent Acquisition Specialist

- Executed end-to-end recruitment strategies, successfully filling positions based on precise client requirements.
- Sourced and screened candidates through various channels including LinkedIn and Jobstreet, increasing candidate quality metrics.
- Coordinated and scheduled candidate interviews with hiring managers, ensuring timely and effective communication.
- Conducted job offer discussions, fostering positive candidate experiences and improving acceptance rates.
- Engaged with universities for job fairs and internship programs, enhancing talent pipeline and employer branding.

PJ Lhuillier, Inc.| 2017 - 2021

Administrative Associate

- Organized daily meetings and engagement for senior executives, facilitating effective time management.
- Managed calendars and coordinated business itineraries and travel arrangements, improving operational efficiencies.
- Handled executive reports and database management, ensuring accuracy in documentation.
- Oversee office condition and coordinated necessary repairs and enhancement to maintain a functional workplace.
- Co-led corporate events, fostering team engagement, and enhancing workplace culture.

SKILLS

- Executive Administrative Support
- Data Management
- Email & Inbox Management
- Confidentiality & Discretion
- Calendar Management
- Research & Reporting
- Problem- solving skills
- Time-management skills
- Client Communication
- Social Media Management
- Sourcing and Interviewing
- High attention to detail
- Strong written and verbal communication
- Adaptability