



# Myles Dominique Maata

## CONTACT ME

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## EDUCATION

### Bachelor of Science in Psychology

University of San Carlos  
2022

### Secondary School

Mindanao State University - Iligan  
Institute of Technology  
2011

### Primary School

La Salle Academy  
2007

## ATTRIBUTES

Proficient in the English Language

Strong attention to details

Excellent interpersonal skills

Tech savvy and highly teachable

Can work alone or in a team

Strong analytical and problem-solving skills

Values data privacy and work ethics

## WORK EXPERIENCE

### Employment Gap Cebu City

April 2023 - present

- *Photography Hobby* - Spent time in practicing my skills in photography, particularly in street photography.
- *Buy and Sell* - Bought and sold photography gear, mostly vintage film cameras. Sold to friends and within the local photography community.
- *Soul searching* - Did some research on which path I would take in my career and targeted job applications based on it. Please see below in 'Online Courses/Certifications' for details on the subject matter I am trying to learn online.

### Sourcing Associate

2022 - March 2023

#### Logix BPO Philippines | IT Park, Lahug, Cebu City

- Sourced for Olivi.Growth, Ventex Talent, and Ion Search UK, which are brands under Index (previously Hesketh Wood International). The focus was recruiting talents in the UK, US, the Netherlands, and the European Union for the Business and IT sectors. Retail, Telecommunications, E-commerce, Manufacturing, Cybersecurity, Logistics and Supply Chain, Oil and Energy, and Engineering are some of the industries they cover.
- Utilized LinkedIn Talent Solutions (Recruiter Lite) and Vincere as the Applicant Tracking System.
- Certified Recruiter Training conducted by Ion Search UK.

### HR Associate in Employee Relations

2022

#### The Virtual Hub PH, Inc. | IT Park, Lahug, Cebu City

- Responsible for scheduling, facilitating, and tracking Check-in Calls and Performance Review Discussions.
- Records Management: from onboarding to offboarding documents.
- Underwent their VA Training, which included social media marketing, branding, content creation, and process automation.

### Community Support Agent

2017-2018

#### ePerformax Contact Centers and BPO | Lahug, Cebu City

- Assisted customers with their e-commerce needs, queries, escalations, and other related services.
- Underwent the Global Communications Training (GCT) Program and learned excellent command of the English language.

## PRE-WORK EXPERIENCE

### HR and Recruitment Intern

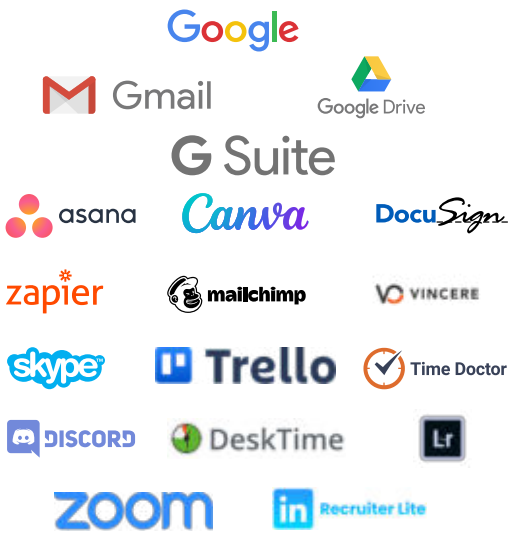
2019

#### GoTeam | IT Park, Lahug, Cebu City

- Reorganized and managed 201 files.
- Captured and edited photos and videos of applicants for client submission/review.
- Screening and tracking applicants from job posting websites.
- Assisted walk-in applicants in taking the assessment exams.
- Facilitated/administered the tests.

## TECH, UTILITY, AND OTHER TOOLS

Google Mail	
Google Suite / MS Office	
Asana	
Canva	
Online Communication Tools	



## ONLINE COURSES/CERTIFICATIONS

UDEMY.COM

2024 - present

### The Complete Business and Marketing Course

- Provided by Udemy
- Taught by Sandor Kiss and Professor Paul Cline, Ed.D
- The course covers multiple aspects of Marketing and Bussiness Management such as, Customer Service, Online and Social Media Marketing, Stress Management, Leadership and Management, Networking, Powerful Communication Skills, Goal Setting Skills, and much more.