



Zyke Daniehl Villanueva

Recruitment Analyst | Social Media Manager

Cansojong, Talisay City, Cebu 6045

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Dynamic and versatile Recruitment Analyst, and Social Media Manager with a strong foundation in recruitment strategies, content creation, and project management. Adept at screening, analyzing, and sourcing candidates for a wide range of industries while managing social media presence to enhance brand visibility. Demonstrated leadership skills through successful student body presidency and coordination of school-wide events. Proficient in tools like LinkedIn, Monday.com, Google Workspace, Adobe Photoshop, and Microsoft Office. Recognized for creativity and leadership, with multiple awards in leadership, digital media, and public engagement.

Certifications

- **Career Service Professional Eligibility**
Civil Service Commission | November 2023 (Passed in one take)

Key Skills

- Recruitment Analysis
- Project Management
- Graphic Design
- Video Editing
- Social Media Management
- Event Planning
- Leadership Skills
- Presentation Skills
- Effective Oral & Written Communication
- Customer Service

Technical Proficiencies

- **Recruitment Tools:** LinkedIn, Sales Navigator, Instantly.AI, GoHighLevel, and ChatGPT
- **Project & Task Management:** Monday.com, Google Workspace, and Microsoft Office Suite
- **Design & Media Creation:** Adobe Photoshop, Adobe Premiere, Audacity
- **Social Media Platforms:** Facebook, LinkedIn, Instagram, and Twitter

Experience

March 2024 - November 2024

Delve Recruitment, New York, US – *Recruitment Analyst | Social Media Manager*

- Screen potential candidates on LinkedIn, email, and platforms like Instantly.ai and GoHighLevel, ensuring a strong match for hiring roles across multiple industries.
- Analyze job descriptions to identify key requirements and research relevant industries to effectively align candidate profiles.
- Oversee recruitment campaigns across various industries, including Sales, Business Development, Accounting, Finance, Legal, and Tech, ensuring efficient tracking and progress updates.
- Monitor and analyze statistical data to determine campaign completion or relaunch needs.
- Review resumes to identify qualified candidates and forward them for interview consideration.
- Maintain real-time candidate tracking through Monday.com and Google Sheets for efficient management and updates.
- Manage the company's LinkedIn page by creating, scheduling, and posting content, including graphics using Adobe Photoshop, aligned with company branding.
- Develop and organize content creation processes via Monday.com boards, ensuring timely approvals and consistent updates.
- Support website updates and content management using WordPress.

July 2021 - January 2024

Sae Young Christian School – Pardo, Cebu City – Teacher | Computer Lab Administrator | Social Media Manager

- Developed lesson plans aligned with the curriculum, vision, and mission of the school for subjects such as Empowerment Technologies, Media Information and Literacy, General Physics, General Chemistry, Earth Science, Contemporary Philippine Arts, and Science for Grades 7-10.
- Designed and delivered engaging presentations using MS PowerPoint to enhance student understanding of complex topics.
- Ensured students met learning objectives by creating enjoyable, curriculum-aligned activities and assessments, utilizing Google Workspace and Google Classroom during the pandemic for seamless virtual instruction.
- Administered tests and exams, crafted using MS Word, and meticulously recorded grades in MS Excel to maintain accurate student performance records.
- Spearheaded and hosted key school events such as Science and Math Month, Student Body Elections, and United Nations Day.
- Collaborated on project proposals, outlining objectives, budgets, and event programs for school-wide initiatives.
- Managed and maintained the computer lab, assembling and maintaining PCs, installing software, and ensuring optimal functionality for educational use.
- Oversaw the school's social media presence by creating and posting content, including graphical layouts for events and announcements.
- Founded the Supreme Student Government, serving as its advisor, and led the Music Club, teaching students singing, guitar, and keyboard.

May 2019 - June 2020

One Two Tea – Cebu, Talisay City – Part-Time Barista

- Prepared beverages following company-standard recipes, ensuring hygiene and safety in all processes.
- Provided excellent customer service, engaging with customers in a friendly and professional manner.
- Designed promotional materials, including social media graphics and printed media such as tarpaulins and menus, to support product marketing.

Education

Leadership Awardee, June 2019 - April 2021

UC – College of Technological Sciences – Cebu – BS in Information Technology

Leadership Awardee, July 2017 - March 2019

UC – College of Technological Sciences – Cebu – Associate in Computer Technology

Achievements

- **Most Outstanding Youth in Philanthropy**
Cansojongyan Awards – Sangguniang Kabataan ng Cansojong | January 2023
- **Regional Awardee – Search for Outstanding Volunteers**
Region 7 National Economic and Development Authority & PNVSCA | December 2022
- **Outstanding Youth of Cansojong**
Cansojongyan Awards - Sangguniang Kabataan ng Cansojong | December 2021
- **Leadership Award**
College of Technological Sciences, Cebu | April 2021
- **Leadership Award**
College of Technological Sciences, Cebu | March 2019

Training & Development Programs

- **Certificate Course on Digital Rights**
Human Rights Institute, Commission on Human Rights | April 2023
- **ISAPLANO: Bagong Philippine Development Plan para sa Patuloy na Pagsulong**
National Economic and Development Authority (NEDA) | September 2022
- **Certificate Course on Mga Karapatang Pang-Ekonomiya, Panlipunan, at Pangkultura**
Human Rights Institute, Commission on Human Rights | August - September 2022
- **Certificate Course on Right to Health**
Human Rights Institute, Commission on Human Rights | August 2022
- **Understanding International Humanitarian Law**
Human Rights Education and Promotion Office, Commission on Human Rights | August 2022
- **The Role of the Barangay in Preventing Teenage Pregnancy**
UP Law Center Training and Convention Division | August 2022
- **Certificate Course on Human Rights 101**
Human Rights Institute, Commission on Human Rights | July 2022
- **Ocean and Climate Dialogue: East Asian Seas' Response to the Global Climate Change Challenge**
Partnerships in Environmental Management for the Seas of East Asia (PEMSEA) | June 2022

Voluntary Works & Efforts

- **Project Coordinator – Itom ug Puti, Abuhon na Budhi, Monthly Feeding Program**
Youth for Better Talisay - Cansojong Chapter | 2022 - October 2023
- **Teacher – Project Paglaum**
Youth for Better Talisay - Cansojong Chapter | August 2023
- **Photographer – Community Blood Typing**
Youth for Better Talisay - Cansojong Chapter | July 2023
- **Master of Ceremony – Starfish Initiative**
Youth for Better Talisay - Cansojong Chapter | May - June 2023
- **Master of Ceremony & Graphic Designer – Discipleship Summit**
Youth Reaching Others for Christ's Kingdom | May 2023
- **Volunteer – Earth Day Clean-Up Drive**
Cansojong Youth Leaders | April 2023
- **Graphic Designer, Scriptwriter & Storyteller – Project Paglaum 2.0**
Youth for Better Talisay | September 2022
- **Food Committee Head, Graphic Designer, Logistics, Scriptwriter & Mascot – Project Paglaum**
Youth for Better Talisay - Cansojong Chapter | August 2022
- **Volunteer – Ecological Solidarity**
Sangguniang Kabataan ng Cansojong | August 2022
- **Organizer, Master of Ceremony, Graphic Designer & Counselor – Booster Shot Youth Camp**
Youth Reaching Others for Christ's Kingdom | July 2022
- **Master of Ceremony – Cansojong Basketball League**
Barangay Cansojong | July 2022
- **Resource Speaker – Pundok sa Purokanong Kabatan-onan**
Cansojong Youth Leaders | June 2022
- **Resource Speaker & Trainer – Supreme Student Council Leadership Training**
Asian College of Technology Bulacao Campus | June 2022
- **Computer Teacher**
Talita Lifehouse, Inc. | April - May 2022

Character References

+63 906 441 3446

HR Manager, Delve Recruitment – *Dominique Castro, Rpm*

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Teacher II, Sae Young Christian School – *Betsy E. Mesias, LPT*

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President, Youth for Better Talisay – Cansojong – *Engr. Dan Jerald Daan*