

# Nicolas Cortes

+57 316 461 5188 · <https://nccortes33.wixsite.com/nickhrportfolio> · nccortes33@gmail.com

\*123 Anywhere St., Any City, ST 12345\*

## RECRUITER

### FULL-CYCLE RECRUITMENT | LEADERSHIP MANAGEMENT | CUSTOMER SERVICE

Dynamic, result focused full cycle recruitment professional with commitment in client service, creative recruiting and analysing data. Proven 2+ Years Experienced recruiting, Expert in full-cycle recruitment designing offers and advertising across platforms; analyzing resumes. Experience in mass and individual interviews, coaching, and training new hires, maintaining great relationship ensuring employee engagement. Experience with planning career events, developing college visits, and executing recruitment campaigns. Highly skilled in trilingual interviews (English, Spanish, and Portuguese) and managing employee data.

## PROFESSIONAL EXPERIENCE

### Seapto S.A GANAGANA

June 2021 - October 2023

#### RECRUITER

- 2+ Year in **full-cycle internal and external recruitment** process (60-80 Monthly Requirements)
- **Creating designs** (Canva & Adobe Illustrator) sharing and advertising job offers on LinkedIn, Indeed, social networks (Facebook and Instagram), Universities and government platforms.
- Analyzing large **batches of resumes** using various selection and evaluation tools.
- Making one-on-one, and cold calls **interviews**. screening, phone and in-person **interviews**.
- **Bilingual Interviews** for: - Software engineer candidates - Business Professionals candidates - Commercial Analysts candidates.
- Psychometric **test analysis** (TEN DISC, ETHIKOS, FACTORIAL IQ & VP TEST)
- Handling and **managing the onboarding team** (3 Coaches) and training new hires, following personnel data and set up on **retiree interviews**.
- **Plan career events** and developing college visits.
- Traveling and executing **recruitment campaigns** along the State.
- Create and **manage a positive work** environment, fostering teamwork and cooperation among teams.
- Monthly recruitment **data & status**.
- Providing accompaniment and **support to new workers**
- Handling confidential information, including **data security and privacy**
- Support the ontological coaching program "I'm Positive".
- Support the company on different **cultural & sports events**.

✔ **Positions Recruited:** Lawyers, Audits, Software Engineers, commercial analyst, Functional analyst, Accountants, payroll professionals, occupational health and safety professionals, security professionals, mechanics professionals, Business professionals, marketing professionals, salesforce, internship students & more..

### Seapto S.A GANAGANA

Oct 2022 - Dec 2022

#### LEAD RESEARCHER

Designed measurement instrument, managed focus groups, and led a team of 45 people to gather and consolidate crucial data from various parts of the state. Draw conclusions from collected data to develop key organizational strategies. Responsible for monitoring project progress, ensuring timely completion, and consistently meeting deadlines and goals.

**United Healthcare Advocate**

Provide education, support and advice to patients on their medical conditions and healthcare services. Facilitate communication between patients and healthcare professionals to ensure accurate records and effective treatments, Connect patients with available social services and benefits, such as Medicaid. Help patients make informed healthcare decisions and find affordable healthcare options, while acting as a liaison for them and healthcare professionals.

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**EDUCATION & CERTIFICATIONS****Bachelor of Psychology**

University of Ibagué, COL

**Graduate Project & NeuroManagement Certification**

Ubbiquo Business school, Miami FL

**Graduate Leader & Management Certification**

Asojuegos, Bogotá COL

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**KEY COMPETENCIES**

Process improvement	Report writing and presenting	Strong interpersonal skills
Data-driven strategic planning	Critical thinking skills	Proactive and self-motivated
Strong Leadership- Management	Excellent trilingual communication skills	Exceptional organisational skills

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**AWARDS AND HONORS**

- 2022 Junior National transactional and games network Leadership Excellence Award
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**LANGUAGE COMPETENCIES**

- ENGLISH NATIVE
- SPANISH NATIVE
- PORTUGUESE ADVANCED