

Vicente Escalante, III

Human Resources & Recruiting

EXPERIENCE

HR/Recruiting Coordinator

[HireClub](#) Oct 2017 - Present

- Gain start-up experience via involvement in product design, recruitment, and business development with a team of six.
- Arrange events on-site such as resume reviews, interview workshops and networking for HireClub Members
- Organize a live-recording for a start-up accelerator to advertise the hiring needs of three small companies
- Coordinate enterprise hiring by scheduling phone & in-person interviews and sent candidates preparation material.

Senior Vice President

[Delta Sigma Pi](#) Dec 2016 - May 2017

- Instituted recruitment strategies to facilitate a candidate pipeline for future members and publicize the organization.
- Formed a team responsible for screening and operations and hosted twelve recruitment events over a two-week period. Built and reinforced solid relationships with members and the university to identify strategic recruiting opportunities.

Vice President of Collegiate Relations

[Delta Sigma Pi](#) May 2016 - Dec 2016

- Organized and hosted a Founders' Day celebration with fellow chapters in the region with thirty attendees in San Jose
- Corresponded as the main liaison for inter-chapter relations and integrated fellow regional chapters in the Bay Area.
- Coordinated registration, accommodation, and finances for delegates to attend nation-wide leadership conferences.

Community Assistant

[University of San Francisco](#) Aug 2015 - Dec 2016

- Acted as a visible first-line of contact for student support within the Pedro Arrupe Residence Hall at USFCA.
- Assisted over 100 study-abroad residents by performing check-ins, answering phone calls, and administrative support.
- Managed the safety and security of residents by assessing crisis situations, wellness concerns and facilities emergencies

Talent Coordinator & Finance Intern

[Venables Bell & Partners](#) Aug 2015 - May 2016

- Executed research and analysis on various projects in human resources & gained exposure to HR recruiting practices.
- Established & formulated a filing system to track vacation days, updated employee records & compiled 401k documents.
- Evaluated and reported on applicant tracking systems such as JazzHR, Greenhouse & Lever to help adopt new system.

vdesca@gmail.com

[17144739748](tel:17144739748)

San Francisco, CA

SKILLS

Qualitative Research
Public Speaking
Customer Service
Team Management
Event Management

EDUCATION

Bachelor of Science in Business Administration

[University of San Francisco](#)

May 2017

Organizational Behavior & Leadership; Finance

Conversational Tagalog Tutor

[University of San Francisco](#) Jan 2015 - Dec 2015

- Planned and facilitated interactive learning activities for Tagalog-language learners two days a week in one-hour sessions.
- Fostered communication between professors and students by keeping track of grades, meeting locations and lesson plans. Researched and created interactive language activities to enhance the experience of learning the Tagalog language.

Administrative Assistant Intern

[Rhumba, Inc.](#) Mar 2018 - Mar 2018

- Provided administrative support to the logistics staff by performing data entry & maintaining client records.
- Gained exposure to recruitment by observing the candidate pipeline process from end-to-end and compiling applications. Supported the revision of outdated workflows per department by conducting research and interviews.