

CRIZEL JOY RUBIO

RECRUITMENT & EXECUTIVE SUPPORT SPECIALIST

Bacolod City, Philippines | cjrubio01@gmail.com | +63 969 521 5947 | [linkedin.com/in/crizel-r-12816410a](https://www.linkedin.com/in/crizel-r-12816410a)

◆ SUMMARY

Recruitment professional with 5+ years of full-cycle recruiting experience across executive search, construction, manufacturing, corporate, startup and venture capital, and government sectors in the U.S. and Australian markets. Specialized in identifying and placing talent across the full spectrum of leadership, from field and project-level professionals to senior operations, executive, and ownership-level roles. Experienced in executive search, passive candidate sourcing, market mapping, compensation benchmarking, and consultative hiring strategies, with additional depth in executive virtual assistance, business development support, and government procurement documentation. Proven ability to build trusted client relationships, deliver high-quality talent at every level, and manage end-to-end recruitment processes for complex, business-critical roles.

◆ CORE SKILLS

- Full-Cycle & Executive Recruiting
- Passive Candidate Sourcing & Market Mapping
- Compensation Benchmarking
- Consultative Hiring Strategy
- Client & Stakeholder Relationship Mgmt
- Business Development & Proposal Writing
- Government / Public Sector Recruitment
- ATS Administration & Workflow Design
- Executive Calendar & Inbox Management
- CRM & Pipeline Management
- Training Facilitation & Needs Analysis
- LMS Administration
- Team Leadership & Project Coordination
- KPI Tracking & Reporting

◆ TOOLS & PLATFORMS

Recruiting/ATS: Ceipal, Bullhorn, Teamtailor, Vincere, Ashby, LinkedIn Recruiter, LinkedIn Sales Navigator, Indeed, ZipRecruiter, Juicebox, Resume Library, [Apollo.io](https://www.apollo.io), PC Recruiter

Productivity: Google Workspace, MS Office, Miro

Project Management: Asana, ClickUp, Trello, Monday.com, Smartsheet, Kintone, Basecamp, Notion

CRM: Close, Copper, Attio, Zoho CRM

Comms/Other: Slack, Zoom, MS Teams, Skype, RingCentral, Calendly, Mailchimp, Canva, Adobe Express, Stripe, Airtasker, Homebase, Google voice

◆ PROFESSIONAL EXPERIENCE

Construction Executive Recruiter *May 2024 – Present*

The Birmingham Group • Michigan, USA (Remote - Fulltime)

One of the nation's longest-established construction executive search firms, partnering with leading general contractors, specialty contractors, developers, and owners to recruit construction leadership nationwide.

KEY RESPONSIBILITIES

- Manage full-cycle executive recruitment for Project Managers, Superintendents, Estimators, Project Executives, Preconstruction Managers, Operations Leaders, and other senior construction professionals.
- Partner with hiring managers to understand project scope, company culture, leadership requirements, and technical qualifications before launching searches.
- Conduct in-depth interviews evaluating project experience, delivery methods, project size, safety leadership, scheduling, contract types, and management capabilities.
- Provide clients with market intelligence on compensation, candidate availability, and hiring trends to support competitive talent strategies.

Recruitment and Partnership Lead *Aug 2025 – May 2026*

MZMO People Partners • New York, USA (Remote - Part-time)

Partner with startups, venture capital, and private equity firms to drive end-to-end hiring while building structured recruitment systems that support scalable team growth and leadership hiring.

KEY RESPONSIBILITIES

- Manage full-cycle recruitment across executive, technical, and business-critical roles, from sourcing through offer.
- Collaborate with founders, investors, and hiring managers to define role requirements and align hiring with business priorities.
- Build and optimize workflows within Ashby ATS, including sequences, templates, pipeline stages, and activity tracking.

Executive & Personal Assistant / HR & Placement Coordinator *Sep 2025 – Present*

Surrender Network / Virtual Leadership Agency • Norfolk, VA, USA (Remote, Flexible time-2-3 hours/day)

Provide flexitime executive and personal support for the founder of Surrender Network — a Norfolk, VA-based leadership development company delivering Executive Coaching, 5 Voices Leader Academy, and CORE Groups — while coordinating VA hiring and client placements for its sister company, Virtual Leadership Agency.

KEY RESPONSIBILITIES

- Served as the Founder/CEO's trusted Executive & Personal Assistant, managing both business operations and personal affairs to ensure day-to-day efficiency.
- Managed the CEO's email correspondence, calendar, travel arrangements, file organization, document preparation, and graphic design requests.
- Coordinated personal administrative matters including family appointments, school and camp registrations, travel logistics, and completion of personal and business documentation.
- Acted as the primary point of contact for personal and business-related requests, coordinating with vendors, clients, and external stakeholders on the CEO's behalf.
- Recruited, screened, and coordinated the placement of Virtual Assistants for Virtual Leadership Agency clients, supporting recruitment, onboarding, HR processes, and contract administration.
- Liaised directly with clients to understand staffing requirements, facilitate onboarding, and ensure smooth ongoing coordination between clients and their Virtual Assistants.

Practice Administrator / Insurance & Billing Coordinator *Jul 2025 – Present*

Soulthrillers Therapy • Ontario, Canada (Remote- Flexible time-10 hrs per week)

Manage daily client intake, billing, and insurance administration for Soulthrillers Therapy, a Canada-wide therapy-matching platform connecting clients with therapists suited to their needs, with direct insurance billing and flexible scheduling.

KEY RESPONSIBILITIES

- Source, screen, and coordinate the hiring of therapists for the practice, managing the full recruitment cycle from outreach to onboarding.
- Serve as HR admin point of contact: maintain therapist records, coordinate interviews, and support onboarding documentation.
- Provide Executive Assistant support to leadership, managing daily intake in Close CRM, therapist Teams coordination, and client payment and insurance processing (Manulife, Sun Life, Blue Cross, Green Shield).
- Support business development through LinkedIn outreach, lead tracking, and reporting (Close and Jane exports, Meta Ads data) to grow the client and therapist pipeline.

People & Culture Coordinator / Recruitment Consultant / EA *Aug 2024 – Present*

Local Peoples • Melbourne, Australia (Remote-Fulltime)

Support the CEO as Executive Assistant across Local Peoples and Vyblee (his startup), leading recruitment for digital, IT, and design roles primarily for Australian Federal Government departments, while driving business development, proposal writing, and CRM management for both companies.

KEY RESPONSIBILITIES

- Provide strategic support to the CEO, managing communications, calendar, and key priorities; track deliverables and coordinate stakeholders.
- Own full-cycle recruitment for internal roles, labour hire roles and roles for consulting projects, including role scoping, sourcing, screening, and interviews; build and optimize ATS workflows in Teamtailor.
- Prepare ATS-optimized resumes and documentation for public sector requirements; support business development, government bid proposals, and client communications.
- Provide Executive Assistant support for Vyblee, the CEO's startup, including operational coordination, customer service and business development to help acquire new clients for both companies.
- Draft and manage government bid proposals and tender documentation; maintain and optimize CRM systems across both Local Peoples and Vyblee.
- Manage the CEO's email correspondence and LinkedIn outreach, responding to messages and engaging prospects on his behalf.

Recruiting and Client Manager *Nov 2021 – Jul 2024*

ONEPOWER Consulting LLC • Atlanta, GA, USA (Remote - Fulltime)

Led full-cycle recruitment for executive, professional, technical, and skilled trade positions across construction, manufacturing, industrial, engineering, and corporate organizations throughout the U.S., partnering with clients on talent ranging from field-level professionals to C-level executives.

KEY RESPONSIBILITIES

- Managed end-to-end recruitment from intake to onboarding across corporate and executive functions; sourced candidates via LinkedIn, Boolean search, referrals, and job boards.
- Supervised recruitment team activities to improve efficiency and candidate experience, while acting as main client liaison and supporting the CEO with strategic initiatives.
- Drove business development by directly reaching out to CEOs, executives, and hiring leaders to acquire new job orders and expand client accounts.
- Personally handled end-to-end recruiting on key accounts while managing a team of 5 recruiters, ensuring the team consistently met KPIs and sales targets.

Lead Outreach Specialist / General VA / Social Media Manager *Jan 2024 – Jun 2024*

TEFL Organization & Viral Monster • United Kingdom (Remote - Part-time) • Social Media Mgmt scope: USA

- Conducted lead research and data analysis to support targeted outreach and client acquisition; developed and executed tailored email, social media, and phone outreach campaigns on behalf of the CEO.
- Represented the CEO in engaging warm leads, managing inquiries, and scheduling meetings, while maintaining accurate CRM records for follow-ups and data-driven decisions.
- Managed inbox, calendar, meetings, and documentation, streamlining internal processes to keep the CEO focused on growth initiatives.

Training Manager (May 2022 – Oct 2023) • Various Roles (Jul 2014 – May 2022) *Jul 2014 – Oct 2023*

Transcom Worldwide (Comcast Account) • Philippines (Onsite)

Led training delivery strategy, client communication, and performance management across multiple teams, working closely with clients and internal stakeholders to implement training programs and align learning initiatives with business goals.

KEY RESPONSIBILITIES

- Managed end-to-end training programs — planning, delivery, and evaluation — coordinating with clients via regular reports and business reviews, while monitoring learner tracking, timekeeping, and reporting to identify and close training gaps.

◆ **EDUCATION**

Bachelor of Science in Chemical Engineering (undergraduate)

Systems Technology Institute (STI) / West Negros University — 2010–2013

Secondary Education

Our Lady of Lourdes Academy — 2006–2010