



# LAURA NAYELI GARCIA SAINT-CHARLES

TALENT ACQUISITION  
SPECIALIST

## CONTACT DETAILS

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León, Gto.

## EDUCATION

Business Administración- ITESM Campus  
Irapuato. Degree Pending. 2008-2013

Human Resources Management Diploma,  
Dile online.(2016-2017)

## SKILLS

English Proficient.

Microsoft Office

Outlook

Gsuits

SAP Basic

Taleo (Oracle)

Excel Proficient

Recruitment 2.0

Soft Skills interviews

Business Reports and presentations

Social Media Management

## CAREER HISTORY

### Freelance Headhunter

#### Job Placement Space | Jan 2020-current.

- Assessment and coaching to candidates to succeed in a recruitment process. (Resume, interview, English level evaluation and feedback).
- Recruitment process to Engineering and IT profiles.
- Recruitment based on company's culture, values and new generations needs.
- Social Media management
- Podcast management content and voice.

### Recruitment Coordinator

#### Nidex Mobility México. | April 2019-Dec 2019.

- Recruitment process end to end for direct and indirect profiles
- Negotiation with Hiring Managers to evaluate candidates
- Application of psychometrical test to candidates
- Schedule of medical test and face to face interviews.
- Assure the candidate deliver the requires documentation on time for the hiring process.
- Generate reports and projects to improve the recruitment, selection and hiring process.
- Design and implementation of new interview process (soft skills).
- Management of suppliers (psychometrical test, LinkedIn)

### Jr. Talent Acquisiton Consultant

#### General Motors, Silao Complex | Dec 2017- April 2019

- Contact with universities to attend job fairs
- Recruitment and selection process end to end for GM positions.
- Initial interviews to evaluate skills, knowledge, English level and soft skills
- Negotiation with Hiring Manager to evaluate candidates.
- Schedule medical test and interviews.
- Assure the candidate delivers the requires documentation on time fot the hiring process.
- Generate report to measure and evaluate our performance in Taleo
- Develop a project to improve onboarding process.
- Interview training to Hiring Managers.

### Trainee Coordinator (Inplant)

#### GM, Toluca Engineering Center| July 2015- Nov 2017

- Recruitment and selection process end to end of trainee profiles.
- Contact with universities to attend job fairs
- Initial interviews to evaluate skills, knowledge, english level and soft skills required by GM.
- Negotiation with Hiring Manager to evaluate candidates.
- Hiring Process: onboarding, documents requirement, payroll and medical insurance.
- Application of mid term and final evaluations to trainees.
- Workshops to improve trainees performance on GM interview process.
- Develop a project to improve onboarding process.
- Implementation and coordination of new program for students (Dual and Link).
- 75% students were hired by GM at the end of their trainee period.
- Improve and promote the female participation and people from inclusive programs.
- Talks and workshops about roles played by woman in the automotive industry and new tendencies on HR market.

### Recruitment Consultant.

#### A&B Human Capital | June 2014- July 2015

- Recruitment process to customers from the automotive industry
- Initial Interview to evaluate technical skills and English level.
- Closed positions at all levels in GM, Kromberg & Shubert, Kia Motors and Mitsubishi.