

# Mary Danjalyn Luat

Operations Manager | Head of People  
Talent Acquisition/Recruiter

Philippines

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## Professional Profile

Highly accomplished Operations Manager and Team Leader with 15 years of experience in Human Resources, Talent Acquisition, and Operations Management. Demonstrated success in leading and mentoring teams, managing recruitment efforts, and driving operational efficiencies. Proven ability to develop and implement HR policies and procedures, manage employee relations, and optimize workforce performance. Adept at identifying talent gaps and building strong relationships with internal and external stakeholders. Experienced in managing budgets, negotiating contracts, and conducting performance evaluations. A hands-on leader who excels at guiding teams to achieve outstanding results.

## Employment History

### Digital Marketing Recruiter / Talent Sourcing Team Lead — Careera Recruitment, Amsterdam (*September 2022 — Present / Remote*)

Lead recruitment operations for marketing, creative, and tech roles across the Netherlands, with a focus on sourcing digital marketing specialists for SaaS companies and scaling startups.

- Develop and execute sourcing strategies to attract top marketing talent through LinkedIn, job boards, and niche communities.
- Partner with hiring managers and founders to understand role requirements and deliver qualified shortlists quickly.
- Manage a team of sourcers and guide them on best practices in outreach, candidate assessment, and pipeline management.
- Oversee the full recruitment cycle—from outreach and screening to interview coordination and offer support.
- Maintain an active talent pool for recurring client needs, ensuring consistent candidate quality and reduced time-to-hire.
- Collaborate with clients to improve employer branding and refine job postings for better market alignment.

## Core Skills

- Operations Management
- Strategic Planning & Execution
- Remote Team Leadership
- Cross-Functional Collaboration
- Process Improvement & Systems Building
- SOP Development & Documentation
- Project Management
- Client Onboarding & Success
- Budgeting & Financial Oversight

## Human Resources & Talent Acquisition

- HR Strategy & Compliance
- Employee Engagement & Performance Management
- Talent Acquisition & Recruitment
- Interviewing & Onboarding
- Policy Development
- Training & Development

**Head of Operations & Talent Acquisition Manager — Concise-Nursing, Tel Aviv** (August 2020 — August 2022 | Remote)

Oversaw the company’s operations and people strategy, leading cross-department initiatives in recruitment, HR, client services, and business operations.

- Managed the full recruitment lifecycle for administrative, clinical, and marketing roles, ensuring a high-quality hiring process.
- Partnered directly with the CEO to align staffing strategies with business goals and expansion plans.
- Built scalable systems for onboarding, performance management, and workflow automation across departments.
- Directed a remote team of HR, marketing, and customer success professionals, driving accountability and operational excellence.
- Led employee engagement and retention programs, improving team performance and culture.
- Streamlined financial and administrative processes, supporting efficiency across all business functions.

**Project-Based Experience**

**Talent Recruiter — Real Estate Broker Agency**

Remote | Project-Based | 2024

- Recruited and screened Virtual Assistants and real estate professionals for U.S.-based brokerages.
- Conducted outreach via LinkedIn, job boards, and social media to identify experienced real estate VAs (CRM management, transaction coordination, lead generation).
- Managed end-to-end recruitment — from sourcing and initial interviews to shortlisting and client presentation.
- Coordinated interviews and onboarding, ensuring smooth communication between candidates and hiring managers.

**Reverse Recruiter / Remote Jobs Expert**

Remote | Project-Based | 2025

- Supported a senior executive in identifying and applying for remote leadership roles across operations, security, and government contracting.
- Customized resumes and cover letters to align with each target role and job description.
- Managed job tracking and application progress using Notion and Google Sheets.
- Conducted targeted job research and talent sourcing for potential team expansion under the client’s managed service model.

**Office and Administrative Manager at Orion Outsourcing Service, Inc., Makati City**

April 2013 — October 2020

**Office and Administrative Manager**

- Facilitated overall office supervision
- Managed a wide array of the company’s needs
- Supervised recruitment process all throughout

**Tools & Platforms**

- Google Workspace
- Slack
- LinkedIn Recruiter
- CRM Platforms (e.g., Monday.com)
- Time Tracking & Reporting Dashboards
- ATS (Recruit CRM)
- Canva
- Notion
- Job Ad Plaforms

**Soft Skills**

- Critical Thinking & Problem Solving
- Decision Making
- Communication (Written & Verbal)
- Adaptability in Fast-Paced Environments
- People Management & Mentoring
- Organizational & Time Management

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**Languages**

English

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Filipino

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- Appointed as Interim COO while the company was in a transition period

#### **Account and Operations Supervisor**

- Processing all merchants' fund out, settlements, and withdrawal transaction requests in the back end
- Updating Daily, Monthly and Yearly Transaction Reports
- Handling the team assignment and scheduling of tasks
- Merchant Inquiries Support via chat and email

#### **Administration Asst. Manager and English Teacher at Divine Child School of Malabon, Inc , Malabon City**

June 2011 — March 2013

- Assisting with all the necessary documentation and decision-making of the administration for the welfare of the school
- Primary School English Teacher

#### **Agent in Visa Extension Division at Bureau of Immigration, Manila**

October 2009 — March 2011

- Processing of applications for Visa Extension of foreigners from the filing of forms to the approval of visa extension
- Managing administrative tasks assigned by the Satellite Office Director

#### **Education**

**Bachelor of Science in Business Administration - Major in Entrepreneurship, PAMANTASAN NG LUNGSOD NG MAYNILA (University of the City of Manila), Manila 2004 — 2009**