

# VICENTE D. ESCALANTE, III

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**EXPERIENCE**

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## **HR/Recruiting Coordinator**

**October 2017 – Present**

HireClub

[San Francisco, CA]

- 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**

**December 2016 – May 2017**

Delta Sigma Pi Professional Business Fraternity

[San Francisco, CA]

- 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**

**May 2016 – December 2016**

Delta Sigma Pi Professional Business Fraternity

[San Francisco, CA]

- 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**

**August 2015 – December 2016**

Student Housing & Residential Education | University of San Francisco

[San Francisco, CA]

- 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**

**August 2015 – May 2016**

Venables Bell & Partners

[San Francisco, CA]

- 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.

## **Conversational Tagalog Tutor**

**January 2015 – December 2015**

Modern & Classical Languages | University of San Francisco

[San Francisco, CA]

- 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**

**May 2014 – August 2014**

Rhumba, Inc.

[Lipa, Philippines]

- 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.

## **EDUCATION**

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University of San Francisco, McLaren School of Management

**May 2017**

**Bachelor of Science in Business Administration** – Organizational Behavior and Leadership, Finance

## **SKILLS**

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Project Management • Data Analysis • Qualitative & Quantitative Research • Event Planning • Social Media • Customer Service • Team Development • Human Resource Management • Recruiting • Fundraising • Writing

## **INTERESTS**

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Asian cooking • hot yoga • meditation • indie electronica & shimmer pop • hiking • interior design • minimalism • fashion