

# Rachel Tan

+65 9835 6712 | rachel.tan@email.com | Singapore | LinkedIn: linkedin.com/in/racheltan

## Professional Summary

Strategic Talent Acquisition professional with over 8 years of progressive experience across consulting and finance. Adept at leading recruitment operations, improving hiring workflows, and collaborating with senior stakeholders to deliver business-aligned talent solutions. Known for combining analytical insights with strong people management to drive recruitment performance.

---

## Professional Experience

### **PXEL Southeast Asia: Talent Acquisition Manager** | *May 2021 – Present*

- Manage a regional recruitment team of 8 covering Consulting, Risk Advisory, and Financial Services.  
Developed a proactive sourcing model to support regional expansion, reducing agency dependency by 40%.
- Partner with business leaders to forecast workforce requirements and align sourcing pipelines.
- Introduced data analytics to track recruiter performance and hiring conversion rates.

### **HBS Bank: Senior Talent Acquisition Partner** | *Feb 2018 – Apr 2021*

- Led recruitment for finance, operations, and digital transformation functions.
- Collaborated with HRBPs to optimize the selection and onboarding processes.
- Delivered consistent improvement in candidate satisfaction scores year over year.
- Managed strategic partnerships with recruitment vendors for specialized roles.

### **Mercer: Recruitment Consultant – Financial Services** | *Jan 2015 – Jan 2018*

- Supported financial institutions with mid-to-senior-level hiring needs.
- Developed talent market insights and salary benchmarking reports for clients.
- Coordinated large-scale recruitment drives across SEA.

### **TalentBridge Solutions: Recruitment Coordinator** | *Jun 2013 – Dec 2014*

- Provided recruitment coordination and candidate screening support.
- Maintained hiring data integrity in the ATS and prepared monthly recruitment reports.

---

## **Education**

Bachelor of Business (Human Resources and Finance) – Singapore Management University