

# CLARA ITO



RECRUITMENT COORDINATOR-RECRUITER

## ABOUT ME

I'm Clara, a results-driven professional with a Bachelor's degree in Business Administration specializing in Marketing. I'm passionate about Marketing and eager to apply my analytical thinking, interpersonal skills and fresh perspective to drive impactful marketing initiatives.

## WORK EXPERIENCE

### • Parexel. Recruitment Coordinator Feb 2024–Present

Support members of the Talent Acquisition team generating offer letters for new hires, processing candidate background checks, assist in candidate sourcing, etc.

### • DPI. HR intern Dec 22–Jun 23 HR recruiter analyst Jun 23–Jan 24

Perform the end-to-end recruitment process promoting the best candidate experience. Assist in payroll processing.

## EDUCATION

### • National University of MDP

Bachelor in Business  
Administration  
2017–2023

### • UADE

Postgraduate course in  
Marketing  
2025

### • CEM English

C1 Certificate  
2019–2021

## CONTACT

+54 9 (223) 690–6411

claraito98@gmail.com

Mar del Plata, Buenos Aires

## SKILLS

Communication

Attention to detail

Organization

Microsoft Office suite

Social media marketing