

# DIANA GIL

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## Summary

Organized and proactive professional with strong interpersonal skills, dedicated to facing challenges and continuously improving. Experienced in recruitment, human resources, and translation, seeking a role in a company that values personal contribution, ethical practices, and collective success. Committed to delivering high-quality work and contributing positively to organizational goals while enjoying professional fulfillment.

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## Skills

- Candidate Sourcing
- Candidate Screening
- Interviewing Techniques
- Proofreading and Editing
- Terminology Management
- Interpreter Cultural Competence

## Experience

**BILINGUAL RECRUITER** | 10/2024 - ongoing

**Wexpand**

- Attracting Human Talent for companies based on Mexico and the United States of America.
- Conducting prescreening, sourcing, screening, interviews, background checks up to hiring process.
- Using in a proficient manner Recruit CRM, Indeed, LinkedIn network and the company's portal.

**INTERPRETER** | 7/2024 – 8/2024

**Kelly Services México, S.A. de C.V.**

- Skilled in breaking the communication barrier between the Limited English-speaking Person and the Client in the Healthcare Industry.
- Performed conduit role for interpretation (Spanish and English) in a friendly and professional manner.
- Ensured client expectations were met within the interaction with the Limited English-speaking Person.
- Proved excellent listening, retention, and note-taking skills to maintain a high level of accuracy during interpretation.

**BILINGUAL RECRUITER** | 07/2007 - 09/2009

**Hewlett Packard**

- 2 years as a HR BPO global recruiter for the Technology Solutions Group.
- Participated in consulting projects.
- Fostered a collaborative environment.
- Quickly adapted to client needs, providing effective solutions and supporting organizational development.

**COLLECTOR** | 04/2006 - 06/2007

**West Asset Management**

- Executed detailed international asset recovery plans.
- Ensured adherence to international legal and regulatory standards.
- Partnered with international clients and end users.

**BILINGUAL RECRUITER** | 06/2005 - 08/2005

**DAMSA**

- Conducted comprehensive candidate sourcing using various channels.
- Led and coordinated interviews, including screenings and assessments.
- Managed candidate selection with hiring managers.
- Developed and administered technical and aptitude tests.
- Provided detailed feedback and recommendations post-interview.

**SOCIAL SERVICE - COACTIVE COLLECTION** | 06/2004 - 12/2004

**SAT Zapopan**

- Implemented new application features in consultation with executive leaders.
- Maintained and supported complex system and network environments.
- Supported staff in system and network administration.
- Managed system administration activities.
- Studied legal documents to generate database content.
- Created Excel database content for efficient data management.

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**Education**

2024 – Secretaría del Trabajo y Previsión Social – Human Resources Diplomate

2006 - Universidad Panamericana - BD Management Industrial Relations