

SENIOR TALENT ACQUISITION MANAGER

Intuitive, analytical, brand-focused, entrepreneurial strategist with solid understanding of system development lifecycle, ability to aggregate metrics, and 10+ years' success devising staffing solutions that achieve internal/external client objectives in evolutionary, multi-industry, customer-centric environments.

CHARACTER PROFILE

Dynamic liaison and articulate negotiator with reputation for bridging people, technology, and processes in high matrix organizations. Inspiring leader, ROI-driven manager and tireless problem solver with history of forming productive, efficient, compliant, and financially sound operations.

AREAS OF EXPERTISE

- Business Requirements Analysis
- Job Requisition Marketing
- Employee Relations
- Short/Long Term Sourcing Solutions
- Interviewing & New Hire Orientation
- Retention Strategies
- Recruiting Operations Management
- Contract & Budgeting Management
- Coaching & Mentoring

PROFESSIONAL HISTORY

COMPANY NAME, INC., City, State

2010 – Present

TALENT ACQUISITION LEAD (2011 – Present) / **GROUP AREA LEAD** (2010 – 2011)

Drive sourcing initiatives and work with Operations/Creative Teams in effectively allocating human resources for marketing, design, and technology professional services firm with \$10M+ in annual revenue.

Key Responsibilities:

- Partner with department heads to understand business needs of internal and external clients, and lead strategic meetings to identify project requirements and formulate customized staffing solutions.
- Apply keen understanding of integrated technology, website development, social media campaigning and traditional marketing to vet highly specific personnel, such as:
 - Front-end developers, information architects, user experience specialists, application designers, copywriters, mobile/responsive design professionals, and business administrators.
- Enact employee policies/procedures, confirm compensation packages, and facilitate on-boarding process.
- Maintain accuracy and confidentiality of all staff documentation (i.e. W-2 forms, employee agreements, non-disclosure agreements and MSAs) in compliance with government and company regulations.

Key Contributions:

- Grew internal staff by 45% to handle company's business growth and simultaneously secured external placements that generated over \$1.5M in annual revenue.
- Built relations with colleges, universities and online user groups and successfully developed top-grade freelance pool that staffed short-term project demands.
- Improved staff performance and satisfaction by forming mentoring relations and implementing 30-day scorecard reviews to evaluate employee-job fit and ensure meeting of internal/external client expectations.
- Rapidly achieved hiring objectives of driving new business and handling external staff placements while maintaining existing client relationships with P&L responsibility for resource management division.

COMPANY NAME, City, State

2009 – 2010

MANAGING DIRECTOR

Oversaw property assessment, acquisition, and management for proprietary real estate management company while developing relationships with buyers/renters and handling all related financial functions.

PROFESSIONAL HISTORY (CONTINUED)

COMPANY NAME, City, State 2008

PRACTICE DIRECTOR

Hired to staff banking practice for start-up executive recruitment firm owned by world's largest privately owned staffing company with over \$6.5B in annual revenue.

Key Contributions:

- Rapidly developed pipeline of qualified candidates, organized and instituted full-scale new hire orientation processes, and served as go-to resource for employee issues, questions and complaints.

COMPANY NAME, INC., City, State 2007 – 2008

ACCOUNT DIRECTOR, NEW BUSINESS DEVELOPMENT

Prospected client opportunities and oversaw recruitment/placement process for minority-owned start-up

Key Contributions:

- Established relations with C-level contacts in pharmaceutical, financial, utility and healthcare companies, including Comcast, Blue Cross/Blue Shield, Glaxo Smith Kline, ING and Sovereign Bank
- Facilitated staffing initiatives that led to company growth from \$3M to \$10M in one year.
- Increased employee retention by implementing effective incentive/recognition/communication programs.

COMPANY NAME, INC., City, State 1999 – 2005

BUSINESS UNIT MANAGER (2000 – 2005) / SENIOR ACCOUNT EXECUTIVE (1999 – 2000)

Managed 60+ multi-site consultants and technology staffing initiatives for business process outsourcing firm.

Key Contributions:

- Managed installation of customized Power MHS system, ensured HIPAA compliance, and grew onsite consultant base from 8 to 25 in one year.
- Built and sustained client relations throughout U.S. and Puerto Rico and delivered recruitment solutions for government sector and Fortune 500 companies in healthcare, financial and educational industries.
- Piloted staffing project in San Juan that generated over \$3M in revenue for three consecutive years.

COMPANY NAME, INC., City, State 1996 – 1998

BRANCH MANAGER

Successfully directed execution of long-term employee contracts while handling operations development and managing P&L of newly opened branch for publicly held industrial staffing firm.

Key Contributions:

- Implemented marketing/advertising plan that generated over 25 new accounts and recruited unique temporary workforce of over 200 per day.
- Maintained workers' compensation claims below 3% by administering safety training program and conducting site inspections to ensure OSHA compliance.
- Investigated and resolved employee complaints of sexual harassment, unsafe job sites, unfair labor practices and wrongful terminations and represented companies at unemployment/workman's comp hearings.

EDUCATION

UNIVERSITY, BS, APPLIED SCIENCE ♦ INSTITUTION, AA, CULINARY ARTS

SPECIAL RECOGNITION

Impact Player of the Year ♦ Presidential Award for Excellence ♦ President's Club ♦ Representative of the Year

ASSOCIATIONS

SOCIETY OF HUMAN RESOURCES MANAGEMENT (SHRM), Member Since Year