**Executive Summary**

Human Resources Recruitment & Onboarding Professional with experience developing strong working relationships with hiring managers, candidates, colleagues, and all key stakeholders. Skilled in identifying issues and providing solutions to HR Recruitment, Operations, and Marketing. Fully trained and educated with update aPHR and AIRS Recruiter Certifications along with a Bachelor of Science in Business Management.

**HR Senior Recruiter**

**ADP RPO May 2021 – March 2024**

* Manage client relations through partnering and advising Hiring Authorities and HR staff on best HR Recruitment practices and procedures for filling high volume and professional, hard-to-fill roles.
* Recruit for positions nationwide for clients utilizing unique sourcing tools and methods specific to each site. Roles to include HR Managers, Maintenance Technicians, Merchandisers, CDL Drivers, etc.
* Conduct phone screen calls, scheduling interviews with managers, negotiating salaries, extending offers, and initiating on-boarding
* Update recruitment & hiring status of applicants in HRIS system;
* Conduct meetings with hiring managers to identify expectations, clarify processes and provide regular updates. Create training for Recruiters to understand the specific hiring process for the client.
* Create and present training programs for hiring managers and Recruiters on sourcing & hiring protocol and best practices.

**CONTRACT ASSIGNMENTS COMPLETED July 2019 – April 2021**

 **Human Resources Specialist**

**Federal Emergency Management Association (DHS, Reservist, remote)**

* **Communications Unit Lead (HRSPT) (Reservist) (Temporary assignments) August 2020 – April 2021**
* Lead the Communications Unit and deputy in special projects to ensure that the Task force is kept completely informed on all updates to the policies and procedures of the Task Force on a day to day basis by creating spreadsheets/ power points and delegating the creation of spreadsheets/ power points to my deputy to be shared with the team.
* Created automated system with Database Survey in Microsoft Forms for employees to log their requests for OT worked and time off. Generate this information in an excel spreadsheet form and filter data based on date, time, and number of hours for management to analyze for employment corrective action as needed.

 **HRSP (Reservist) DR-4640-KS**

* Pull Daily Staffing reports for 3 disasters and report their check-in to FCO
* Place reservists and CORE employees on rotation, extend deployment orders, create Future Name Requests for deployment orders to be sent out for a new RSV or CORE employee.

 **Talent Acquisition Business Partner**

 **Chromalloy / (Agile One, Contractor, remote) Dec 2019 – March 2020**

* Created Sourcing strategies to assist in pipelining talent for large hiring needs within an OFCCP Compliant manner.
* Review staffing needs of assigned client groups and develop a plan for identifying qualified candidates in shortest amount of time. Develop a recruiting plan with deliverables, timelines, and a formal tracking process.
* Performed recruitment & placement activities for maintenance technician, manufacturing engineers, planner/ schedulers, Cost Engineers, etc.
* Drive DEI sourcing and recruiting efforts to ensure OFCCP compliance for “end of year” HR reporting for the government.
* Partner closely with the business to understand requirements and establish effective recruiting strategies.

**Talent Acquisition Specialist / Alexander Mann / (contractor, remote) July 2019 – Oct 2019**

* Supplying sourcing and recruiting strategies for a hospitality company (Hiring Sales Representatives & Managers)
* Conducted meetings with hiring managers to identify expectations, clarify processes and provide regular updates.
* Performed recruitment & placement activities for a wide range of positions.
* Reviewing application/resume packages and making eligibility and/or qualification determinations.

**Human Resources Recruiter / AAP DEI Coordinator**

**EDG Engineering Firm / (Metairie, LA) Sept 2018 – July 2019**

* Facilitates the recruitment process with specific emphasis on compliance with our Affirmative Action requirements/ OFCCP.
* Partner closely with the business to understand requirements and establish effective recruiting strategies and drive recruiting activity for aligned client group for hiring needs. Initiate background screening and onboarding tasks while ensuring that documentation is completed in an OFCCP Compliant manner. Drive DEI recruiting initiatives.
* Performed recruitment & placement activities for a wide range of positions.
* Reviewing application/resume packages and making eligibility and/or qualification determinations for hiring managers and HR Staff. Ensure use of staffing vendors are compliant with Affirmative Action requirements

**Engineering Recruitment Consultant**

**Fircroft, New Orleans, LA (New Orleans, LA) 2012 -2018**

* Collaborate with Hiring managers and HRBP supervisors to formulate and implement a comprehensive recruitment strategy for specific locations.
* Responding to HR inquiries from hiring managers, candidates, and employees.
* Source for roles to satisfy client’s requisition needs such as Mechanical, Electrical, Structural Engineers and Drafter/ Designers along with business support staff such as Cost Engineers, Cost Controllers, Planner/ Schedulers, and skill trade roles such as maintenance technicians, welders, electricians, etc.
* Conduct applicant qualification reviews through sourcing and Recruiting, with a sense of urgency for positions in the Engineering, Procurement, Construction, Project Management, and Manufacturing with MEP and HVAC experience.
* Sourcing and networking with candidates using multiple social media platforms and channels such as linkedin, indeed, and seekout.

**EDUCATION**

University of West Florida, Pensacola, FL

* B.S. Business Management

Human Resource Certification Institutel

* Current aPHR Certified License # 800093179aPHR

AIRS Professional Recruiter Certification

**SOFTWARE**

* Microsoft Word, Power Point, Excel, Outlook, Sharepoint, Forms, - HRIS systems Brassring, -Microsoft Dynamics XRM, RMS(Recruitment Management System) – Compas – Peoplesoft – SmartRecruiter - Workforce Now – Workday – Google Office Suite - Ziprecruiter, Indeed, Linkedin Recruiter, Careerbuilder