

MONTEZ HUGGINS II

HR Generalist

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Summary

Experienced HR professional with a proven track record in talent acquisition, employee engagement, and relationship management. Seeking to leverage expertise in designing and executing talent management initiatives to drive organizational culture and performance excellence.

EXPERIENCE

HR Generalist | Talent Acquisition

UMD Global Campus (Aug 2022 - Present)

- Designed training and peer-mentoring programs, reducing onboarding time by 50%.
- Expanded business through fostering an inclusive environment and guiding employees and managers.
- Created account plans to ensure alignment across internal teams, identifying risks and opportunities for relationship building.
- Facilitated calls, meetings, and conferences cross-functionally to support organizational needs.

Lead Recruiter

Ancora Education (Sep 2021 - Aug 2022)

- Maintained confidentiality of recruitment information in compliance with laws.
- Represented company in leadership roles at external and internal functions.
- Developed and initiated innovative recruitment processes for client attraction and retention.
- Built effective relationships with stakeholders, providing excellent customer service.

Talent Acquisition Specialist
Pinnacle Career Institute (Jan 2019 - Aug 2021)

- Managed full-cycle campus recruitment projects, maintaining top customer satisfaction ratings.
- Analyzed needs and provided recruitment solutions, conducting interviews and reviewing applications.
- Coordinated with stakeholders for strategic planning and process improvements.

SKILLS

Techniques: Customer Satisfaction, Customer Service Management, Customer Retention, Lead Management

Technical Skills / Software: Account Management, Team Building, Google Analytics, HubSpot, Salesforce

EDUCATION

Northwest Missouri State University

Bachelor of Science - Mass Communication/Media Studies