

NAME

Recruitment Manager

Address

Cell: Email:

SUMMARY

A dynamic and strategic recruitment and sales professional with a remarkable sense of interpersonal awareness. A results oriented and driven executive with a knack for delivering results above expectations with minimal resources and maximum effort. A true out of the box thinker with the ability to streamline ideas, processes, and attain results regardless of subject matter and area of expertise. Passionate, ethical and driven.

EMPLOYMENT

COMPANY, CITY, STATE

DATE-DATE

Leading search firm specializing in placement of Administrative, Sales and Finance professionals. Our clients range from small venture capital and investment firms to Fortune 500 companies.

ACCOUNT DIRECTOR- OPERATIONS/ADMINISTRATION

Run a full desk

that encompasses both candidate recruitment and also business development of clientele.

- Placed over 85 candidates in Administration, Human Resources, Marketing, Account Management and Sales in my tenure at Premier and filled 27 client-side direct requisitions.
- Consistently recruited individuals for positions that were more difficult to place and somewhat atypical to our division to ensure that the client was fully serviced and that my billings were exceeding expectations.
- Notable Clients of Reference: Founders Fund, Khosla Ventures, The Alexander Group, Popchips, Diamond Foods, Hint Water, Genentech, Klikthrough, Ning, and multiple other financial establishments and portfolio companies.
- Became 2nd highest biller, in the firm after less than one year's time and was the first to reach the Presidents Club goal in 2008; consistently billed over 25k monthly within the first four months of employment, an accomplishment that ensured I make the coveted annual Presidents Club for 2007 on a prorated basis.
- Billed clientele \$396,000 for 2008, with an average salary placement of around 57k salary/12k fee.
- Brought in \$150,000 of billable business for the Sales Recruiting Team and passed over to other account managers.
- Created and sustained relationships with varying industries of companies as clientele which resulted in repeat business and consistent referrals to other business avenues by said clients.
- Worked as an account manager to conduct an assessment of client needs, organizational structure, recommendation solutions, and consult on hiring strategy and long term hiring and retention plan.
- Was quoted in the Wall Street Journal in an article regarding hiring trends in recessionary times.

COMPANY, CITY, STATE

DATE-DATE

RECRUITING ASSOCIATE

A boutique recruitment firm specializing in the placement of administrative professionals to well known financial firms.

- Assisted Principal with day to day recruiting activities in regards to screening resumes and formatting for presentation to clientele.
- Referred candidates internally that resulted in billings of nearly 20k.
- Assisted principal in achieving nearly 100k in billing in tenure whilst in the middle of an office expansion on the peninsula.
- Extensive calendaring, scheduling, booking of interviews, providing accurate and timely feedback to clientele in absence of principal.
- Prepare meeting reports and update company stats accurately weekly.
- Work with website designer and print advertisers on layout and graphic elements of communications
- Managed and provided back up support to Front Office Coordinator when away; bookkeeping, accounts payable, accounts receivable and payroll.

COMPANY, CITY STATE

DATE-DATE

SALES SUPPORT, HR, FINANCE, ADMINISTRATION

A boutique development firm; projects ranged from commercial developments to smaller intimate residential projects.

- Played integral role in increasing sales revenue and receivables by 165 percent from May 2005 to May 2006.
- Was responsible for all aspects of bookkeeping, accounts payable, accounts receivable and collections. Ran weekly payroll for union employees including fringe benefits.
- Managed workforce scheduling, project coordination and travel arrangements. Was also involved in contract facilitation from RFP draft stage to project completion.
- Coordinated and managed meetings between owner and clientele and ensured quality standards for projects in all phases of design with staff and clientele.
- Monitored client response and customer base through website and other advertising media.
- Worked in tandem with website designer and print advertisers on layout and graphic elements of communications and planned print advertising campaigns to target larger market share.

SKILLS/SOFTWARE

- Microsoft Office (Outlook, Word, Excel, PowerPoint), Adobe Suite, QuickBooks, ADP, MLS, FAST, ADAPT (CRM Software)
- Internet research, resume marketing and writing, leadership and business development, account management, strategic communications, internal communications and external client relations, extensive travel planning and calendaring.

EDUCATION

College— Graduation Date

BS — Instructional Technology, College of Communication Design 3.23 GPA

Studies in Business Administration, ROI, Talent Management, Performance Improvement, and Media Design

INTERESTS/AFFILIATIONS

Junior League of (city), Ronald McDonald House, Alpha Gamma Delta Sorority Alumna, running, biographies, and regional travel.