

## RECRUITING AND HR MANAGER

### Summary

Experienced Corporate Recruiter who is self-motivated, results driven, highly responsive and able to prioritize effectively to accomplish multiple tasks and stay calm under pressure. Offering over 6 years of recruiting, human resources and staffing experience with a Bachelor's Degree in Human Resources Management. Experience with full life-cycle recruiting of qualified IT professionals including college graduates, experienced software developers, business/technical consultants, sales executives, project managers, and executive level staff.

### Highlights

- Excellent interpersonal, communications and negotiation skills
- Pro-active and creative sourcing strategies
- Full life-cycle recruiting
- Infor Talent Management
- Thrive in a fast paced environment
- Knowledge of EEO/AA regulations
- Experience with online recruiting sources
- College recruiting
- Extremely adept working with multiple hiring managers
- Comfortable handling high requisition load
- On-boarding
- New hire orientation
- HR management
- ADP Workforce Now
- Benefits Administration
- Strong MS Office skills including Word, Excel, PowerPoint and Outlook

### Experience

Recruiting and HR Manager 06/2015 to Current Company Name City , State

ENAVATE provides business consulting and industry-focused enterprise software solutions based on the Microsoft Dynamics AX and CRM platforms, with a full range of services including professional services, maintenance and support. Through its wholly owned subsidiary, Celenia Global Services, the company also provides consulting and software development services to Microsoft Dynamics enterprise clients, ISVs and VARs worldwide.

#### Recruitment & Onboarding

- Responsible for managing and leading the recruitment process to meet the various staffing goals across all levels of the ENAVATE and Celenia North America organization (Development, Delivery/Consulting, Sales/Marketing, Operations, Program Management, Managed Services, and Shared Services departments)
- Develop recruitment strategies to achieve required staffing levels
- Manage all recruiting activities for open positions to include sourcing, screening, interviewing, selecting and hiring candidates
- Create, streamline, improve and update recruiting process, procedures, forms and tools
- Maintain partnerships with hiring managers to determine characteristics, criteria, and needs of open/new positions
- Ensures there is an understanding of the job presented in reference to its requirements and the type of candidate sought
- Work with hiring managers and appropriate Business Unit leaders to develop specific recruiting plans for each open position
- Meet with leaders on weekly basis, if needed, to give updates and review applicant tracking spreadsheet
- Execute sourcing strategies resulting in obtaining qualified candidates, including developing job posting content, posting jobs internally and externally, perform online searches and utilize online resources
- Create and update job descriptions as needed in cooperation with hiring managers
- Maintain and continue to develop and improve the company career page
- Review resumes and qualifications for appropriateness of skills, experience, and knowledge in relation to position requirements
- Prescreen candidates through resume/application and phone screen process.
- Compile and present prescreening information and feedback to hiring managers and collaborate in decision to move forward with selected candidates
- Coordinate with candidates and hiring managers to schedule phone and onsite interviews
- Provide accurate and inspiring information to candidates about the company and position
- Support hiring managers through the interview process, including use of interview guides and forms and coaching on interview techniques and behavioral-based interviewing methodologies
- Develop and conduct training programs for hiring managers and staff designed to improve recruiting and hiring efficiencies
- Direct the efforts of employment agencies and search firms including negotiating and controlling employment related fees
- Develop and maintain professional relationships with college, university and community college placement offices as a source to generate qualified applicants
- Manage and coordinate all communication with passive and active candidates
- Participate in development of annual recruiting budget
- Perform reference and background checks on selected candidates and review results with hiring managers
- Coordinate and help to present offers of employment to selected candidates.
- Coach hiring managers on process of extending verbal offers and negotiations
- Oversee the onboarding process for all new hires within the ENAVATE and Celenia North America locations to include coordinating all new hire training sessions with appropriate BU leaders and ensure all onboarding steps are completed
- Identify gaps in the hiring process and continuously work with others to improve processes, introduce new methodologies and measure progress

#### Human Resources

- Create and participate in new hire orientations

- Ensure all current and new employees are provided with information about company policies (employee handbook), job duties, working conditions, wages, opportunities for promotion and employee benefits
- Administer the benefits package covering medical, dental, vision, COBRA, FSA/HSA and basic/voluntary life insurance and comprehensive 401(k) plan for all North America employees
- Devise timeline for payment of all benefit premiums; coordinate payment of 401(k) remittance with Accounting department
- Assist in analyzing and modifying compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements
- Manage and keep track of PTO for all NA employees
- Handle termination processes including the setup/removal of benefits; conduct exit interviews as part of the company's employee exit plan
- Oversee and administer the payroll process for North America ensuring that payroll is submitted successfully, accurately and in a timely manner
- Foster an environment of good employee relations and customer service throughout the organization
- Perform quality work within deadlines with or without direct supervision
- Interact professionally with other employees and customers
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations

Talent Acquisition Specialist 11/2014 to 05/2015 Company Name City , State

- Responsible for the recruitment of Shift Supervisors, Assistant General Managers, General Managers, Area Managers, and Regional Operation Managers across over 450 locations throughout the U.S. (carried a requisition load of over 200 openings nationwide)
- In charge of sourcing talent through CareerBuilder, LinkedIn Recruiter, Indeed, and Snagajob
- Execute legally compliant job postings to all internet sites, perform refreshes and removal as required
- Review applications and resumes and determine if they are a potential fulfillment of a position
- Conduct phone screens, interviews, background and reference checks
- Provide feedback on candidates to hiring managers, agencies and/or directly to candidates
- Generate offer letters and communicate with hiring/area managers at multiple locations and executive level staff on recruiting efforts and strategy
- Responsible for evaluating and implementing all recruiting best practices and strategies in conjunction with leadership team
- Provide "virtual" support and direction for field restaurant management team
- Train restaurant managers and multi-unit managers on effective recruiting strategies
- Keep track of candidates through Infor Talent Management online Applicant Tracking System and CareerBuilder TalentNetwork
- Help to develop new recruitment initiatives to satisfy the needs and demands of the business and increase recruiting effectiveness

Manager of Employee Recruitment & Development/Recruitment Specialist 05/1999 to 10/1999 Company Name City , State

The John Constanza Institute of Technology provides education, software, and consulting services to leading manufacturing corporations worldwide and considered the leader in Demand Flow Technology.

- Responsible for the recruitment of experienced software developers, software testers, sales managers, senior manufacturing consultants, and executive level staff.
- Lead consultants through the full recruiting lifecycle - conducted phone screens, on-site interviews, extended employment offers, and negotiated salary when necessary.
- Conducted recruiting searches via internet, employment ads, career fairs, and administered the employee referral program
- Handled all employee issues for the Denver office (90+ employees).
- Conducted exit interviews and kept track of performance evaluations and status changes.
- Prepared monthly ER&D reports for the Executive Board which included current employee headcount, EEOC statistics, recruiting activity, staffing report, new hires, terminations, source trends, budget vs. actuals.
- Managed the ER&D department which included supervising the HR Generalist and Benefits Administrator.

Regional HR Manager/Recruiter 01/1998 to 01/1999 Company Name City , State

Provides business and technical consulting, custom software application development, and systems integration solutions for clients in the Energy & Utilities, Communications and Financial markets.

- Acted as Regional HR Manager for the Denver office (75 employees) which included: conduct all new hire orientations and exit interviews, handle all employee issues and HR administration, coordinate and participate in new hire training, benefits coordination, training and leave administration, and visa processing at the local/regional level, input data and any changes into the HRIS system.
- Participated in weekly management staffing meetings and drove the staffing initiative for the Denver office (created and managed staffing pipeline report, matched opportunities and staff on upcoming projects and supported communication between managers).
- Responsible for the recruitment of experienced software developers, technical/business consultants, project managers and IT professionals for the Denver office.

- Represent LCG at professional career fairs, place employment ads, conduct internet job searches, and handle all employee referrals.
- Lead candidates through the recruiting lifecycle - conduct initial phone screens, closing interviews, extend offers to all full-time, part-time, admin, temp, and contract to hire employees for the Denver office.
- Establish relationships with contracting agencies and act as primary contact for the Denver office.
- Advise managers on employee policies and guidelines.

Corporate Recruiter/Staffing 05/1995 to 11/1998 Company Name City , State

International business and information technology consulting firm specializing in business re-engineering, custom software development, change management, systems integration and implementation.

- Responsible for the recruitment of technical and functional IT professionals from college and open market.
- Represented AMS at professional job fairs, college campuses and special recruiting events.
- Reviewed thousands of college resumes to determine pre-selects for campus interviewing schedules.
- Created training curriculum and materials for our college brown bag interview presentations.
- Traveled to over 10 different colleges and universities to conduct campus interviews and participate in campus presentations.
- Facilitated weekly resolution meetings with interviewers and managers to make hiring decisions.
- Traveled extensively to Redwood City, CA to lead the college recruiting efforts of this new Telecom college hire location.
- Worked as part of the Denver-based recruiting team as a recruiter in all aspects of the hiring process.
- Acted as Staffing Coordinator for the Telecommunications Industry Group which included: informing the staff of available assignments and helping them to understand the staffing process, ensured that the professional staff was being challenged and leveraged optimally, attended weekly staffing meetings with department managers to discuss available staff and business needs, created and maintained ongoing staffing pipeline report.

Human Resources Coordinator 06/1994 to 05/1995 Company Name City , State

- Coordinated the recruiting process, set-up interviews, screened candidates, and extended job offers.
- Conducted new hire orientations, handled employee inquiries regarding health, dental, 401k, HR issues, and company policies.
- Assisted with employee spending accounts and benefits administration, input employee information into automated HRIS database.
- Developed and administered service award program for employee appreciation.
- Planned and coordinated company sponsored programs such as the Annual Blood Drive, Health Fair and Employee Store.

#### Education

Bachelor of Science : Management of Human Resources 1997 Colorado Christian University City , State , US

License : Colorado Real Estate Brokers Armbrust Real Estate Institute City , State , US

#### Skills

Recruiting, Staffing, Training, College Recruiting, Sourcing, Phone screens, Interviewing, Negotiation, Recruiting Events, New Hires, On-boarding, HRIS/ATS, HR Administration, Employee Issues, Terminations, Recruiting Best Practices, Performance Evaluations, EEO, Human Resources Management, Ms Office Suite