

RESUME SUMMARY

Senior Recruiter with 8+ years of experience in sourcing and hiring top talent for Fortune 500 and other diverse industry organizations. Skilled in full-cycle recruiting, key accounts management, and high-volume recruiting through robust recruiting strategies, social media networking, and event/career fair organization.

WORK EXPERIENCE

Senior Recruiter

Creative Staffing Agency, Boston, MA

Feb 2018–Present

- Deliver recruiting expertise and seamless support to high-profile, diverse industry clients in acquiring top talent
- Lead the full recruitment life-cycle, from sourcing strategies, talent recruitment, and acquisition to interview preparation, offer negotiation, and on-boarding
- Manage 10 key company accounts, recruiting 60+ permanent and contract staff on a monthly basis
- Increase hiring in niche areas through networking and recruitment activities

Recruiter

Heidrick, Boston, MA

May 2012–Feb 2018

- Led high-volume recruitment efforts across five states to source and recruit potential candidates for Fortune 500 companies
- Increased offer-to-sales ratio and candidate pipeline 47% by effectively using recruitment platforms and resources, including social media, ATS, Boolean searches, networking, and referrals
- Successfully filled over 330 permanent and 90 contract positions for a key client, with savings in permanent placement fees in excess of \$500,000
- Drove performance improvements and profitability increases in targeted accounts within the company's portfolio

CONTACT

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SOCIAL



your facebook



your instagram



your linkedIn



your twitter

EDUCATION

River Brick University,
2007–2011

BBA Human Resources

SKILLS

Recruiting Life Cycle

Talent Acquisition

ATS Software

Salesforce

Time Management

Boolean Search

Diversity & Inclusion

Succession Planning

Account Management