

Alejandra Miret

Orlando, FL

Work Experience

Professional Recruiter

Nesco Resource – Lake Mary, Orlando

September 2021 - *Current*

- Identify and vet potential candidates for professional positions on a daily basis
- Conduct phone screens to evaluate candidate qualifications, competencies, and fit for potential for placement
- Select and submit qualified candidates to open job orders based on interview experience and evaluation of each candidate
- Interact with clients as the secondary contact to foster a strong, trusting relationship and to stay connected to specific client needs
- Proactively assess candidate qualifications to match individuals to job openings
- Source candidates using job boards and Boolean search strings
- Develop candidate pipelines for recurring positions
- Enter pre-qualified candidates and document all verbal conversations in candidates' profiles
- Conduct continuous quality control calls and schedule candidate interviews, briefing every candidate before and debriefing after
- Gain candidate commitment each step of the interview process
- Create portfolio of possible candidates for hiring managers
- Inform candidate of company's hiring decision, coaching candidates appropriately
- Compose and present offers of employment
- Negotiate salary and benefits during each step of the process, from the initial conversation through the candidate's notice to their current employer
- Track and maintain all candidate documentation, including applications and other files
- Perform data-entry and administrative functions as needed
- Serve as an extension of HR for contract associates, assisting as needed with performance counseling, coaching, and terminations

Guest Lead- Operations

Atar'd State - Coral Gables, FL

November 2019 to July 2021

- Used motivation, empowerment, trust and other strategies as appropriate to develop and motivate team members

- Taught and trained team members on various customer service strategies
Communicated expectations, assignments and responsibilities clearly and professionally
- Managed the flow of day-to-day operations
- Performed and delegated tasks necessary to the operation of a retail store.
- Open/Close responsibilities.
- Analyzed the store's metrics/KPIs and business
- Created action plans, sales equations, and implemented strategies for increasing business on a weekly basis.
- Executed large scale operations projects such as markdowns and transfers.
- Posted job openings on Indeed and Handshake.
- Attended job fairs for recruitment
- Maintained ATS iCIMS
- Screened/qualified applicants prior to scheduling interviews.
- Interviewed candidates for entry level retail positions.
- Extended offers and onboarded new employees.
- Trained new employees and set them up with LMS Axonify.

Team Leader

The Tiger Sports Shop - Clemson, SC

October 2017 to July 2019

- Used motivation, empowerment, trust and other strategies as appropriate to develop and motivate team members
- Taught and trained team members on various customer service strategies
- Communicated expectations, assignments, and responsibilities clearly and professionally
- Managed the flow of day-to-day operations
- Performed and delegated tasks necessary to the operation of a retail store

Sales Lead (Key Holder)

Francesca's Collections - Hilton Head Island, SC

June 2017 to July 2017

- **Responsibilities:**
Interpreted company policies to workers and enforced safety regulations.
- Analyzed and resolved work problems and assisted workers in solving work problems.
- Conferred with other supervisors to coordinate activities of the store.
- Responsible for opening/closing of the store, bank deposits, paperwork, and unloading of truck.
- Provided excellent customer service
- Trained new employees
- Set up and Maintained store according to visual guidelines

Skills

- Microsoft Word, Excel, PowerPoint, Outlook
- HTML, CSS, JavaScript, SQL
- ICIMS, JobDiva, Boolean Search Strings

Education

Full Stack Development Bootcamp: University of Central Florida

Expected graduation: April 2023

Computer Science Undergraduate: University of Central Florida

Expected graduation: April 2025

High School Diploma – Hialeah Gardens High School

Graduated – May, 2015