

KATIE STEINBECK

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Summary

Strategic HR/Recruiting and engagement specialist. Nearly 6 years of combined relevant experience working within the HR community. Knowledgeable and skilled in executing recruiting strategies, hiring programs & initiatives, and talent sourcing; Delivering results for in-demand roles. Strategic communicator & leader skilled at developing and maintaining collaborative community relationships to meet organizational goals.

Skills

- Talent Sourcing & Engagement
- Recruiting
- Relationship Building
- HR Program Management
- Strategic Recruiting
- ATS Platforms: Workday, Greenhouse, Beeline, IQN
- Career Transition Specialist
- Public Speaking
- Microsoft Suite
- Strategic Communications
- Talent Program Management
- Workforce Development Programs
- Employee Resource Group Leader
- Boolean Search
- Workshop Training/Presenting

Education & Certifications

B.A. Communication Studies

Ashford University, 2017

National Leadership Certificate

Harvard University, 2023

Organizational Leadership Certificate

Walt Disney University

Professional in Human Resources Certification (PHR)

HRCI, Expected April, 2025

Experience

Recruiting/HR Program Manager– Accenture Federal Services St. Louis, MO
October 2021 – Present

- **Manage** 8-10 Technology Skillbridge/Internship programs on a National, multi-city level

- **Screen, interview, utilize various ATS platforms**, and refer candidates for various teams and office locations on a national level
- Market our programs via mass outreach such as **Info Sessions, workshops, and career fairs for prospective candidates**
- Facilitate and lead over 50 corporate hiring initiatives
- Developed and executed recruiting strategies to attract top talent for over **100 critical federal roles**, including highly cleared talent
- Created a data-hygiene tool that **increased production and response time by 30%**
- **Strategically source, recruit, and onboard hundreds of candidates** (full-cycle) for in-demand programs such as Hiring Our Heroes, Career Skills Programs, and Apprentice In training; typically resulting in full time offers.
- Developed and nurtured 8 new local **Workforce Development** program relationships and initiatives for non-traditional candidates.
- Created and lead the first Military Employee Resource Group for our St. Louis location
- Establish and maintain collaborative relationships and partnerships with local organizations to ensure a solid **pipeline of talent** and continued **community relations**
- Market and represent the organization on employer panels
- Coordinate, organize, and moderate **virtual and in-person recruitment events**
- Manage recruitment data hygiene across multiple technology platforms

Public Relations Sr. Analyst—Love Logan Productions *Remote Internship*
August 2020 – April 2021

- Sourced, researched, and secured client opportunities across multiple media channels
- Pitched media and worked collaboratively with senior leadership and team to deliver results for special projects
- Interviewed clients to determine brand and strategy
- Built and maintained relationships to foster mutual business goals and objectives

Full-time Substitute Teacher—Hawaii Dept. of Ed. *Kailua, Hawaii*
June 2019 – April 2020

- Built relationships, collaborated online, demonstrated expertise in developing lesson plans and executing them using multiple platforms, audiovisual aids and various technologies
- Managed classroom of 25 students
- Built and presented curriculum appropriate for grade-level and plan

Comms Assistant—Marine Corps Community Services *Kailua, Hawaii*
June 2019 – June 2020

- Reviewed, developed, and redesigned brochures, flyers, and program materials to showcase programs and services that appeals to and connects with the military spouse community
- Utilized the digital tool Animoto, to deliver content and market new programs
- Attend job fairs to promote career transitions and programs.
- Act as ambassador for transitioning service member programs such as Hiring Our Heroes, DoD SkillBridge, etc.

Navy Ombudsman Volunteer– *United States Navy*

Yokosuka, Japan

March 2011 – January 2014

- Interacted with military agencies and senior/leadership decision makers to address and resolve issues and concerns
- Executed critical, time-sensitive solutions to multi-faceted issues/concerns
- Disseminated information through email and provided resource referrals to the chain of command and military family members
- Represented the command and presented resolution options at community events and meetings

