

JANE C. SMITH, JD
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Objective

As a professional with an excellent record of success as a career counselor, I am seeking a position within a diversity and/or recruiting setting that will utilize my expertise in career management and counseling, which will allow me to be proactive in engaging students who will ultimately make a difference to the reputation of your school.

Summary of Qualifications

- Trusted community leader in national diversity recruiting efforts, including managing relationships with various affinity organizations
- Provider of education workshops and seminars on topics related to career management and diversity
- Highly sought-after career advisor, resume writer, and interview coach
- Demonstrated knowledge of diverse hiring practices
- Efficient and productive in hiring executive talent
- Well-equipped expert in social media sourcing
- Influencer with full-cycle recruiting experience

Professional Experience

ABC Bank of the U.S

Diversity and Inclusion Specialist

Chicago, Illinois

September 2018 to present

- Responsible for assisting with developing and implementing Diversity and Inclusion programs and initiatives in support of workforce, workplace, and marketplace strategies.
- Utilize program and project management experience to execute programs and projects related to employee resource groups (ERGs) and talent acquisition and staffing outreach.
- Special projects relating to analytics, reporting, and communications.
- Achieved Top Recruiter status for the Central Region for the first quarter of 2019.
- Authored an interview strategy book that reached No. 1 on the Amazon Hot New Release list in the Job Hunting & Careers category.

Recruiters R Us

Managing Recruiter

Chicago, Illinois

October 2009 to August 2018

- Cultivated strong relationships with business leaders, industry professionals, and partner organizations.
- Developed and researched leads in order to set meetings with prospective clients; tracked leads in CRM database.
- Managed speaking engagements with corporate clients and partner organizations in order to increase leads and exposure.
- Sourced candidates via social media and traditional avenues.
- Screened and interviewed candidates for legal, real estate, banking, and administrative positions; conducted reference checks.
- Located passive candidates via social media and other research methods.

New York Life Insurance Agency

Manager Financial Services

New York, New York

April 2003 to October 2009

- Responsible for recruitment, selection, development, retention, and supervision of financial advisors.
- Spoke at numerous organizations throughout the tri-state area with a focus on Diversity and Inclusion as it related to the recruiting strategy.
- Managed programs and initiatives that enhanced workforce diversity.
- Measured the business advantages of programs that support and promote an inclusive environment.
- Identified and developed relationships with key stakeholders.
- Coached and counseled advisors to help them achieve their goals.
- Monitored activity for compliance with Prudential and FINRA guidelines.

Financial Advisor

April 2003 to June 2006

- Assisted clients with a range of insurance and investment needs.
- Conserved current clients and maintained existing insurance products.
- Proposed insurance and investment products suitable for the client's needs and goals.
- Consulted with clients on their savings and investment goals.
- Kept current with financial trends.

Sony Entertainment

Intellectual Property Manager

New York, New York

March 2001 to February 2003

- Effectively managed more than 1,500 active trademarks worldwide for all business segments.
- Reviewed vendor agreements; prepared and maintained budget guidelines for outside counsel work.
- Negotiated IP rights and drafted various related agreements.
- Aggressively pursued trademark registration and defended IP rights worldwide.
- Oversaw outside counsel projects and managed the prosecution of infringement matters.

Education

Juris Doctorate, Fordham University School of Law (New York, NY)

Bachelor of Science in Accounting, New York University (New York, NY)

Presentations and Publications

- Proceeding World Conference—presentation on elearning in corporate, government, health, and higher education, 2020.
- Association for the Advancement of Computing in Education (AACE)—presentation on digital media literacy as pedagogy in epistemic culture, 2019.
- SALT Conference—delivered presentation on delivering training to a multigenerational, mobile, and geographically distributed workforce, 2019.
- Pepperdine University—featured in the university's 2016 "Profiles on Success" section of its marketing brochure.

Community Involvement

- Randall Simmons Foundation—provided onsite support to local housing projects, in community wellness planning, personal coaching, mentoring, life skills training, multimedia presentation development for fundraising, and other levels of support as needed, 2016–present.
- Academic Center of Excellence—provided technical and strategic planning assistance; supported academic events for parents and college-bound students; recruited and managed volunteer personnel, 2009–present.
- A-MAN Learning Center—instrumental in the planning and development of the expansion planning for the center; worked with staff to develop its SWOT and risk analysis strategic documents, 2012.

Professional Memberships and Affiliations

Phi Delta Kappa International

Society for Applied Learning Technology (SALT)

American Education Research Association (AERA)

Association for the Advancement of Computing in Education (AACE)