

REGIONAL RECRUITER

Summary

Motivated program management professional, a problem-solver and decision maker; specialized in team leadership, resource coordination and customer service, who seeks to re-enter the workforce with both feet.

Highlights

- Professional caregiver
- Extremely organized
- Program development
- Conflict resolution
- Decision-making ability
- Team liaison
- Process improvements
- Strong written and verbal communication skills
- Culturally-sensitive
- MS Office
- Business correspondence
- Project coordination

Accomplishments

Hands-on Human Resources Coordinator with proven international/domestic operational, strategic, change management, and compensation management background. Skilled in organizational reviews, talent management, staffing, recruiting, expatriate management, managing diversity, and advising and influencing executive leadership on organizational issues that have a major business impact. Successfully posted, recruited, interviewed, and hired hundreds of personnel for British government postings across the world.

Experience

Regional Recruiter 10/2016 to Current Company Name City , State

- Carry out the full life-cycle recruitment process for a wide range of positions to include posting, sourcing, reviewing resumes and screening candidates, making offers, and following up
- Manage relationships with Posts delivering effective communication that supports the completion of recruitment activities and tasks
- Handle administrative related tasks including corresponding with hiring managers and candidates, record retention for recruitments; maintaining applicant tracking system activities related to open and closing of requisitions, entering complete and accurate data for reporting, and other relevant tasks
- Constantly evaluating area for process efficiency and identifying areas for development in guidance and reporting feedback from customers to senior managers
- Ensure the recruitments are effectively meeting the business needs and completed following appropriate procedures while meeting response time defined in the Service Level Agreements
- Partner with Hiring Managers to have a thorough understanding of the vacancy and the actions and customisations required to have a successful recruitment campaign
- Work with line managers to post open positions internally and externally, and coordinate candidate process up to and including on-boarding
- Perform other related duties as required and assigned.

Healthcare and Education Coordinator 08/2012 to 01/2014 Company Name City

- Principal point of contact for all healthcare and education queries for citizens and military of the United Kingdom serving across the USA.
- Enrolled British employees and families in medical, dental and prescription benefits plans, and terminated plans at the conclusion of employment or duty.
- Ensured military and United Kingdom based citizen's healthcare and education claims are checked and authorized for payment, adjusting as necessary, and negotiated discounts with providers when appropriate.
- Conducted scheduled healthcare and education reviews and updates of British Defense Staff, created action plans for development, and submitted to the Healthcare and Education Manager for final approval.

- Precisely completed appropriate claims paperwork, documentation and system entry.
- Thoroughly researched newly identified diagnoses and/or medical procedures to expand skills and knowledge.
- Meticulously identified and rectified inconsistencies, deficiencies and discrepancies in medical documentation.

Oracle Administration Officer 05/2010 to 09/2011 Company Name City

- Security Clearance obtained March, 2011.
- Responsible for the financial administration of the British Defense Staff Provided support to the Resource Manager (DI) with primary focus on Oracle 11i functional system and administration tasks Controlled accounting periods and monthly maintenance of currency exchange rates Responsible for the compilation and upload of all payment spreadsheets generated by human resources.
- Oversaw all travel, medical, and personal claims; ensured Foreign Service compliance and provided swift reimbursements.

Lead Pre-Kindergarten Teacher 10/2009 to 05/2010 Company Name City , State

- Devised and implemented lesson plans for twenty-eight four and five-year old children, based on distinctive cognitive guidelines set by the state and the institution.
- Interacted and updated parents daily on the various advancements of their children in handwriting, fine motor and large motor development, Spanish language and ASL skill development, and their knowledge on new music, art history, and computer skills.
- Worked with interdisciplinary team members to evaluate children's progress and recommend appropriate learning plans.
- Addressed behavioral and learning issues with parents and daycare management.
- Fostered reasoning and problemsolving through active exploration games and activities.
- Monitored students' educational progress with individual charts and files.
- Gave one-on-one attention to children while maintaining overall focus on the entire group.

Education

Bachelor of Arts : Sociology May 2008 University of Maryland City , State

Major in Sociology, Minor in Psychology

3.6 GPA

Nursing school prerequisites : Anatomy and Physiology I and II, Anatomy and Physiology Lab I and II, Microbiology

Associate of Science : Nursing 2018 Baltimore County Community College City , State Registered Nursing Program, Spring of 2017

Languages

Conversational Spanish speaking, Intermediate reading and writing.

Skills

People skills: Strong interpersonal skills, enthusiastic people person, advanced problem-solving, great organizational skills, advanced time management capabilities. Quick learner, skilled in ORACLE and WCN databases, knowledge of international business practices and government structure. Official-sensitive security clearance obtained October, 2016.