

HIRING MANAGER/RECRUITING MANAGER

Summary

Self-motivated Human Resources Professional with 9+ years Healthcare and Social Services Recruitment, Management Business Development, Marketing and Staffing experience. Expertise in locating highly qualified candidates for a comprehensive variety of clinical and non-clinical positions. Exceptional interpersonal skills with a focus on team synergies and a drive to achieve organizational goals.

Skills

Microsoft office (10+ years), Talent Acquisition, Talent Management, Recruiting, Staffing, Business Development, Training and Development (10+ years) GROUPSociety for Human Resource ManagementJanuary 2015 to Present

Languages

Fluent in English, Russian, Romanian

Experience

Hiring Manager/Recruiting Manager 03/2017 to Current Company Name City , State

- Managed and lead a team of professional recruiters through coaching and training.
- Developed and execute recruiting plans and recruiting outreach programsPartnered with Hiring Managers, and Director of HR to determine hiring needs and strategies.
- Coached hiring managers on recruiting process and procedures.
- Conducted full life-cycle recruiting to support different departments within the organization.
- Developed inclusive recruiting and sourcing strategies to identify and attract top talent.
- Managed interview activity at all phases of the recruiting process.
- Ensured consistent communication regarding candidate search and status to all parties through all phases of recruiting process.
- Directed offer process, including reference checks, salary recommendations, offer letter generations and offer responses.
- Ensured all jobs are posted and maintained in accordance with company policyManaged internal and external job board functionality and works with vendors to troubleshoot issues.
- Managed vendor relationships and oversees annual contract renewals and budget.
- Managed team recruiting metrics and oversees distribution of weekly requisition reports to management.
- Worked closely with Communications to develop recruiting materials and brochures.
- Conducted regular follow with hiring managers to determine the effectiveness of recruiting plans and implementations.
- Developed and implements social media recruiting strategies.
- Oversaw company hiring events and initiatives.

Recruiting Manager 11/2015 to 02/2017 Company Name City , State

- Managed a team of recruiters and report on recruiting performanceAdvise Hiring Managers on interviewing techniquesResearch and choose different healthcare job advertising optionsIdentify and acquire top talent for: different clinical and none clinical positions.
- Determine appropriate salary for new hires, promotions and transfers.
- Educated clients regarding latest Labor Market trends, wages, benefits and realistic expectations and trends in today's job market.
- Develop, implement, and monitor training programs for new hires.
- Conduct orientations with new hires and performance evaluation performance.
- Partner with hiring managers, and directors to identify trends in recruitment and retention in order to predict future needs.
- Provide professional coaching to employees seeking career advancement or a career change.
- Complete workforce planning, established pipelines using passive candidate sourcing, consistently.
- develops New Business and grow existing with accounts for the agency with different hospitals, nursing homes and New York state facilities.
- Proven track record of sourcing, screening, short listing, interviewing, salary negotiation and hiring of Healthcare and nursing professionals for various local and travel nursing positions;

In charge of managing multiple accounts affiliated with hospitals, ambulatory care centers, state facilities and.

- government agencies nationwide.

Senior Healthcare Recruiter 06/2014 to 09/2015 Company Name City , State

- Work collaboratively with Program Managers, Directors Sales Personnel, Clients and Candidates in managing requisitions and matching the right candidates to positions.
- Training and Development Recruit both clinical and non-clinical positions such as: hospital nurses, school nurse, Case Workers.,.
- Social Workers, PA's, Pharmacists, Respiratory Therapists Administrative Assistants, Physical Therapist and Occupational Therapist, PTA, OTA, Speech Therapists and Case Managers.
- Full Cycle Recruiting and On-Boarding to include, Identifying, screening, interviewing, and presenting to both contract and permanent positions.
- Responsible for hiring and firing of contract worker; posting new positions using various tools such as CareerBuilder, Linked In, internal postings, etc.
- On boarding responsibilities include I-9 documents, Tax Forms, Reference Checks, as well as Education Verification, Pre-employment Physical and Drug Toxicology Interface with both clients and candidates on a daily basis Utilize Applicant Tracking System (Job diva), to upload new requisitions and log.
- candidates information.
- Use other external databases depending on each clients need.

Human Resource Specialist-temp 11/2013 to 07/2014 Company Name City , State

- Responsible for assisting HR with internal compliance on all teachers, therapists and social workers, ensuring that all appropriate billing and session/progress notes and documents were received and submitted within deadlines, processing referrals from various sources, and placing appropriate.
- therapists, evaluators and/or counselors per scheduling requirements and timeframes.
- Maintained therapist schedules for utilization when scheduling caseload for CPSE and CSE-related services.
- Coordinated with District Administrators, clients and parents on any potential issue associated with provided services.
- Managed all documentation and collaborated with the Program Director and team members to achieve solutions.
- Maintained therapist and teacher forms, certification, clearance, letter of reference, etc.
- Interviewed, screened and placed, nurses, Social Workers, Special Education teachers, Occupational, Speech and Physical Therapists in different facilities.
- Communicated with clients and managed all of the rehab and nursing home accounts.

Human Resource Specialist 04/2010 to 07/2013 Company Name City , State

- Provided resource management and recruitment to fill therapy job openings, including candidate sourcing, screening, interviewing and checking.
- Sourced and identified therapists and teachers through a high volume outbound calls and meetings.
- Utilized resources to attract qualified professionals and process application.
- Managed intern program by conducting orientations, scheduling rotations and assignments, monitoring intern job contributions, coaching new teachers, and advising managers on training and coaching.
- Developed strong rapport with high-level and entry level candidates, ensured compliance of new hires was current.

Program Coordinator 03/2007 to 02/2010 Company Name City , State

- Oversaw all aspects of staff performance, conducted performance evaluation, enforced progressive discipline and mediated staff disputes and grievance procedures in accordance with state and federal laws.
- Performed on-call responsibilities to cover scheduling adjustments.
- Maintained and updated associate health records for all associates and contact list for all personnel.
- Administered training and managed relationship with providers and other clinicians.

- Staffed services as planned by the city facilitated staff schedule and performed internal audit of cases and services.
- Sourced and recruited therapists, and provided candidate sourcing, screening, interviewing and reference checking.
- Ensured all providers complied with the Early Intervention rules and regulations.

Education and Training

Bachelor's : Communications 2009 LONG ISLAND UNIVERSITY Communications

MBA : Business Administration Long Island University-virtual HR and Healthcare Management Concentration

United States onlineHealthcare Compliance Certificate-Quinnipiac School of Business-online Skills

Recruiting

Talent Management

Account Management

Business Development and Sales

ATS experience with various programs

Activities and Honors

Society for Human Resources

Additional Information

- Authorized to work in the US for any employer.