NANCY E. BARROSO

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| ▪ 415-713-4628  [nancybarroso@gmail.com](mailto:nancybarroso@gmail.com) |

**CAREER PROFILE**

A energetic top-performing Talent Acquisition Management professional with a proven track record of over fifteen years working in multiple areas of the insurance and retail industry, providing expertise in full cycle recruiting, human resources, talent management and training. Strengths include creative thinking, accurate fast moving prioritization of tasks in an accurate manner with the ability to learn new tasks quickly through multitasking and critical thinking. Demonstrated experience in evaluating recruiting methods and sourcing selection as well as initiating new strategies. Holds an in-depth understanding of how to successfully obtain top talent in today’s competitive market.

1. Talent Acquisition   Research and Development  Human Resources
2. Contract Negotiations  Project Coordination  Administrative Training
3. Document Preparation  Client Relations  New Hire Training

**EXPERIENCE HIGHLIGHTS**

*Management*

1. Supervised staffing and training of new hourly employees, providing progress reports to Executives during probation period.
2. Manage and coordinate counseling’s and terminations and performance reviews as well as staff trainings throughout the district. Consistently receives extremely positive feedback from senior management prompting expanded rollout yearly.
   * 1. Recruited hired and trained brand new sales team to produce at top performing levels with comprehensive training and accountability.
3. Manage competitive intelligence accounts, vendor agreements, relationships and contract negotiations.

*Administrative and Sales*

1. Maintained district calendar, schedule and meetings, while also coordinating travel arrangements and compiling all expense reports for accounting. Developed presentations and reporting documents for meetings with the CEO and Board of Directors.
2. Managed accurate transcriptions for manual labor relations meetings and arbitrations, briefs and agendas, while also assuring their conformance to all regulatory compliance.
   * 1. Compile industry information from outside resources and manage e-library in support of departmental research.
     2. Developed an in-depth “How-to Reference Guide” for new hires and employees. Received exemplary feedback from managers and staff resulting in the creation of a company-wide implementation.
     3. Initiated and developed new accounts for business and personal clients.
     4. Managed and maintained all aspects of an insurance portfolio of 3 million dollars.

*Human Resources*

1. Assisted in maintaining confidential personnel and medical files as well as identification card preparation.
2. Utilized streamlined office measures in assisting clients with document preparation.
3. Performed front desk and telephone reception for over 1,000 personnel in labor relations, staffing, IT and training departments as well as maintained correspondence with a vast network of vital clients.
4. Initiates all HR changes for over 700 employees via HR database, while also analyzing data to ensure accuracy

**WORK HISTORY**

**Prudential Financial,** Talent Acquisition Manager, San Francisco and San Ramon, CA Dec 2013- Current

**Farmers Insurance Group**, District Recruiting and Training Manager, San Bruno, CA Jul 2013 – Dec 2013 Contract

**Trio Insurance Services,** Executive Account Manager, Daly City, CA, Nov 2010 –Jul 2013

**AAA**, Insurance Agent, San Mateo, CA, Jan 2008-Oct 2010

**WASHINGTON MUTUAL**, Assistant Manager, San Francisco, CA, Jan 2005– Dec 2008

**CIRCUIT CITY**, Operations Manager, Daly City, San Francisco and San Rafael CA, July 2003 – Jan 2005

**BED BATH AND BEYOND**, Human Resources and Operations Manager, Pleasant Hill and Larkspur, CA, Jul 2001– Jun 2003

**TARGET,** Executive Team Relations Manager, San Jose, RWC, Colma, Mountain View and Milpitas, CA, July 1998- Jul 2001

**EDUCATION & TRAINING**

AIRS Diversity Certification

Annual Conference for Management Excellence, Office Dynamics, Ltd., Las Vegas, NV

Litigation for Human Resource Professionals, Attorney Advocacy Group San Francisco, CA

General Coursework, Merced Junior College, Merced, CA