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# CANDIDATE SUMMARY

Information Technology recruiting professional with Twenty plus years of experience. Have worked in all aspects of recruiting including requirement gathering, publishing, sourcing, screening, submitting, setting up interviews and closing/onboarding of candidates.

# HIGHLIGHTS

## Owned full cycle recruiting identified, interviewed, screened, negotiated, offered, closed, and followed up with candidates for assigned requirements

***AREAS OF EXPERTISE***

* AI Recruitment
* Corporate Recruitment
* Technical Recruitment
* Diversified Recruitment
* College campus Recruitment
* Talent Recruitment Initiatives
* Agile focused
* Networking & Cold-Calling
* Firm-Specific Hiring Approaches
* Management Skills
* Team Leadership Skills

***PROFESSIONAL DEVELOPMENT***

* [Agile Certified Professional - Agile Fundamentals](https://www.linkedin.com/company/pluralsight/)
* Professional Recruiter Certification

***AWARDS***

* Multiple Spot-on awards
* Persistent Contest winner
* Corporate recognition for building 2 App Dev teams in 3 weeks for GSA

***EDUCATION***

* Post Graduate Degree in Computer Application (PGDCA) year 2003 Baring Union Christian College, India
* M.A. (Masters of English) year 2002 Ravi Shankar University, India

***Work Authorization***

* US Citizen
* Effective communicator, collaborator and problem solver with a clear business focus strong relationship-building skills and experience achieving first-rate results performance-driven organizations
* Manage and build strong professional relationships with Hiring Managers, in alignment with business and hiring strategy. Act as a liaison between candidates and hiring managers during the selection process
* Extensively used LinkedIn (recruiter lite, LinkedIn recruiter, dice, monster, career builder, indeed, clearance jobs, job-boards, ) for job posting & talent search
* Hired and pipelined talent from college campus recruiting- Universities like GMU, WVU, V-tech, JMU, UMUC, Rutgers, NJIT etc.
* Lead recruiting brown Bags for the Company.
* Expertise in: Growth Recruiting, Client interaction, Business development and technically strong in Information Technology Quality center tools Manual Testing, SDLC, STLC, Microsoft Office (Microsoft Word, Microsoft Excel, and Power Point) Outlook and SQL
* Proficiency with various vendor management tools, and applicant tracking systems like iCIMS, Conrep, ITRM, Constant contact, people fluent, field glass, IQN, Economatrix, Taleo, Jobdiva, SPro and more
* Responsible, Positive, loyal, reliable, and independent, team player worker with high level of enthusiasm and creativity.
* Work well in fast-paced agile environment, able to meet deadlines in the timely manner.

***CLIENTS (FEDERAL & COMMERCIAL)***

USCIS, DHS, DOD, GSA, FDA, HRSA, USPTO, NASA, SaaS, and State of WI, VA, PA, MN

Capital One, Wells Fargo, Bank of America, Verizon, Comcast, Warner Cables, Digital Spiral, AT&T, T-Mobile, COKE, Manhattan Associates, Ventera, ICF International, Delta Airlines, Northrop Grumman, IBM, Barbri, Internet Broadcasting, MoneyGram, Pfizer, Merck, IDOX Solutions, UHG, Fannie Mae, Freddie Mac, Federal Reserve Board, IBO, Acumen Solutions, College Board, Finra, IMF, AARP, Marriot.

***SKILLS RECRUITED***

Front end, Backend, Middleware Application development JAVA/.NET Test/SDET| System Engineers, Exchange Administrators| Cloud-AWS Big Data / Machine Learning, Data Scientist, Puppet SME, Linux Engineers, DevSecOps, SharePoint, Salesforce Developers/Admins/Architects, IT/Non IT Project Managers, Program Managers, Solution Architects, Technical Architects, Oracle DBA/Developer, BA/BSA/DA, Scrum Masters/Coach, SAS Programmers, Live link/Open text & IT Infrastructure, Director Level and C-Suite, and other professionals. These are just some of the skills recruited over the years.

***AI & ATS & VMS***

iCIMS, Conrep, ITRM, Taleo, Jobdiva, People fluent, Econometrix Fieldglass, IDQ, Spro, Workday etc. MS Copilot, Chat GPT, Lavender.ai, Seekout,

MS

***PROFESSIONAL EXPERIENCE***

**Principal Talent Acquisition Specialist, REI Systems, Sterling, VA Feb 2020 to present**

* Perform full-life cycle recruiting for prime federal contracts at REI
* Single handedly recruiting key personnel for contracts with USCIS, GSA, DHS, DoD, USPTO, NASA, SaaS division, FDA, HRSA and REI Corporate
* Responsible for publishing job postings to various job portals, source, technical screen the applications, filter out the best talent and submit to the hiring managers
* Conduct scheduled meetings with hiring managers, kick-off calls, set recurring meetings to review pipeline/status of jobs
* Conduct formal interviews, schedules, escorts, and presents qualified candidates for a meet and greet with a key decision maker
* Conduct Brown bag sessions on recruiting (HM overview, Interviewer Best Practices and Responsibilities, Recruiting iCIMS overview)
* POC and Leading Promote from within/Recruit form within program at REI
* POC for Employee referral program
* Identified and responded to current and projected staffing requirements in conjunction with and in support of the company leadership team
* Develop strategies to fill active and passive pipelines through sourcing & recruitment programs, and planning with leadership
* Create and foster high-touch relationships with active and passive candidates, as well as hiring managers
* Hiring Top Level Security Clearance TS/Sci, TS, Secret and Public Trust.
* Coordinate with the corporate security team for clearance requirements.
* Identified and responded to current and projected staffing requirements in conjunction with and in support of company leadership team.
* Supported proposals in the development of staffing plans and recruiting strategies.
* Built and maintained professional business relationships with candidates and maintains active and diverse pipelines.
* Performed pre-screening and assessed suitability and interest in employer positions and referred qualified candidates for current openings.
* Expertise in hiring for full-time, contracting, part-time, internship positions
* Successfully, single handedly placed 75 full-time IT professionals in the year 2021

**Senior Technical National Recruiter, Diversant, LLC. Vienna, VA Jan 2019 to Jan 2020**

Managed full life cycle recruiting process from specification through the employment offer for candidates. Managed a range of recruitment sources from Portals, referrals, networking, social media, and vendors. Sourced candidates through resume database, internet mining, referrals, networking events, social networking sites, job boards like Monster, CareerBuilder, Dice, LinkedIn Recruiter, GitHub, and career fairs, out placement firms, college recruiting. Liaises with corporate hiring managers to learn about job openings and programs to attract potential employees and to ensure successful hiring.

Developed an effective pipeline of key talent potentially available for immediate hire. Worked in Corporate environment and involved in technical recruiting for direct clients and recruiting professionals on various technologies ranging from ecommerce, Java, Web and .Net developers/engineers, DevOps Engineer, Cloud Engineer, PM’s, Infrastructure, network engineers, Security Engineers, systems Admin, Storage Engineers and architects, Q&A, Business Analyst, Mobile & Android engineers and testers, Salesforce professionals, AWS services professionals and administrators for Hi-Tech, Finance, Banking, Commercial, Telecom etc. sectors. Involved in reviewing requisitions, gathering information on call/in person with hiring managers, creating requirements, sourcing, screening, negotiating, communicating, preparing for interviews, setting up interviews, walk-in for interviews, presenting company portfolio, keeping candidates warm, check references, follow up with hiring managers, on boarding. Participated in trainings like Overtime Laws & Exemption Status Verification Training, Company Policy’s, n Procedures, Interview Pep and breakdown of responsibilities, Company Benefits training, Immigration field training, nationwide company calls. Etc.

**Senior IT Technical Recruiter (Commercial & Federal) InScope International, Reston, VA June 2017 – Jan 2019**

As an IT Recruiter with InScope International, utilize expertise in the various areas of technology, with the ability to build strong and lasting relationships with clients and candidates alike. Prided on finding the best possible opportunities for my candidates and clients. Identify, evaluate, and hire technical candidates in the highly competitive environment. Demonstrate effective, creative, and cost-efficient use of recruiting resources, which include referrals, internet, job postings, networking, and outplacement firms. Negotiate rates with technical consultants. Tech prescreens consultants, prepare them for interviews and walk in with them for final interviews. Interact with Hiring Managers and Account Representatives to develop and implement competitive recruiting strategies and to gain insight on current opportunities, requirement details, candidate’s progress, and feedback from client to build moral and increase retention. Employ a broad array of sourcing channels including referral programs, social networks, job boards, advertising, networking, and other creative means to promote and publicize opportunities to both active and passive candidates. Target candidates and cold calls to recruit top notch IT professionals.

**Lead Technical Recruiter/BDM | USM Business Systems, Inc. Chantilly, VA Sep 2014 – May 2017**

Owned full cycle recruiting identified, interviewed, offered, negotiated, closed, and followed up candidates for assigned requisitions. Headhunted Top notch software engineers. Developed, drove, and executed comprehensive search strategies to recruit senior and niche candidates in limited candidate spaces.

**Senior IT recruiter | V.L.S Systems, Inc. Chantilly, VA Jan 2014 – July 2014**

Established focused business development and recruiting while screening, scheduling interviewees and placing candidates. Making new clients for the firm for business development and making power point presentations presenting firms capabilities and business details for client meetings. Execute client visits ensuring customer satisfaction and marketing objectives and follow up with all existing business to ensure retention, quality control and development of new business.

**Technical Recruiter | Info Labs, Inc. Herndon, VA Dec 2010 – Jan 2014**

Recruited and hired candidates in state and out-of-state for contract, contract-to-hire and permanent placements for all IT positions for multiple client companies. Managed the candidate life cycle by interviewing, selecting, hiring for all mid to senior level positions. Performed reference checking and extended job offers, presented company overviews and benefits. Developed and grow a client base. Good in preparing various spreadsheet reports to assist in data analysis. Market the firm to candidates by developing a strong sense of what sells in this competitive market. Helped the firm to reach quarterly and annual goals and supported the firm members (Manager, Account manager, Executive) by providing excellent resources.

**IT Recruiter | Datum Resources, Inc. Fairfax, VA Sep 2004-Dec 2009**

Managed the recruiting, and candidate life cycle by interviewing, selecting, hiring for all mid to senior level positions. Effectively recruited candidates through Internet research, internal database, cold calling, referrals, networking, job fairs, and other strategies.