

IT Recruiter IT Recruiter IT Recruiter - Vaco Raleigh, NC Work Experience IT Recruiter Vaco
February 2019 to Present Recruit Information Technology talent for companies in the
Raleigh-Durham market, varying in size from start-ups to enterprise organizations Coordinate
in-office interviews and on-site client interviews Build relationships with potential candidates, from
the sourcing stage through onboarding Perform technical screening of candidates, determine
personal motivation, and connect them to open requisitions Maintain pipeline for future client
needs through spreadsheets and scheduled touchpoints Education of clients and candidates
regarding the technical market including job availability, rate averages, common skill sets, candidate
presentation, and company appeal Founding member of Oak City Social, a meetup group geared
towards IT, finance, and administrative professionals in RDU IT Recruiter Eliassen Group June 2017
to January 2019 Sales Associate Monkee's of the Pines September 2015 to June 2017 Full-time
and part-time work (during tenure with Global Knowledge Training) Marketing and promotion of
high-end products, created store layout, and organized public interest events to target market
audience and maximize sales potential One-on-one interaction with clients, upselling, and
extensive customer service optimization Managed social media accounts such as Facebook and
Instagram IT Training Account Manager Global Knowledge April 2016 to May 2017 Responsible for
management of existing accounts and new business development in 4 eastern provinces of Canada
(Nova Scotia, New Brunswick, Prince Edward Island, and Newfoundland and Labrador) in addition
to Federal Government agencies in Ottawa, and provincial governments of the western provinces
(British Columbia, Alberta, Manitoba, and Saskatchewan) Utilized a consultative approach to aid
customers in determining their training needs, optimizing their budgets, and selling the appropriate
training solutions Obtained 30 new business clients in first year, including \$300,000 in net worth
from new MSA agreements and dedicated on-site trainings Multitasked and communicated across
departments to facilitate customer satisfaction and ease, speed up processes, and shorten sales
cycle Maintained customer records and performed administrative duties, particularly related to
certification and financial planning Aided in outside sales in addition to inside sales duties,
including drawing up MSA agreements, meeting with management teams and C-level Executives to

determine long-term sales plans, and coordinating budget allocation for yearly training requirements

Achieved 80% to yearly goal in the first 6 months of work (before end of fiscal year), left at 200% to monthly goal for April and projected 150% for May NPS World Class Recruiter Status 2017 to 2017 2018 Recruited for clients in the financial, biomedical/pharmaceutical, government (federal, state, local), and military industries, locally and nation-wide depending on client needs Focused on building relationships with potential candidates, from the sourcing stage through onboarding and consultant maintenance Performed technical screening of candidates, determine personal motivation, and maintain pipeline for client needs Education of clients and candidates regarding the technical market, including job availability, rate averages, common skill sets, candidate presentation, and company appeal Served as Account Executive when needed, including: ? On-site client visits, manager meetings, coordinating candidate interviews, and building dedicated and transparent partnerships with clients Specialized in Cyber Security while sustaining daily recruitment for Infrastructure, Application and Web Development, and Functional roles (including Project Management, Business Analysis, Product Owner, etc.) Filled 75% of open positions on a government client's Cyber Security team, against 7 other vendors Maintained a 1.7:1 sub-to-interview ratio for Q1 and Q2, with 2.5:1 interview-to-start Utilized job boards, postings, and LinkedIn Recruiter to strategize efficiently and optimize the candidate pool for targeted recruitment Project Coordinator Intern Exchange Clubs' Family Center May 2014 to May 2015 Data entry and analysis for classrooms and children with unique educational or behavioral issues Created educational materials for teachers, aides and parents about effective home and classroom techniques Assisted with educational programming and seminars for teachers and caretakers Education Certificate The University of North Carolina at Chapel Hill - Chapel Hill, NC Skills RECRUITER, QUICKBOOKS, EXCEL, MICROSOFT OFFICE, OUTLOOK, POWERPOINT, WORD, Human Resources, Microsoft Word, Recruiting, Typing, Customer Service Skills, Scheduling Assessments Organizational Skills Expert July 2019 Arranging and managing information or materials using a set of rules. Full results: https://share.indeedassessments.com/share_assignment/x96gi0ngbopgvkyu Project Management

Skills: Time Management Highly Proficient July 2019 Prioritizing and allocating time to effectively
achieve project deliverables. Full results:
https://share.indeedassessments.com/share_assignment/6udmflwpd-ubnv5k Indeed Assessments
provides skills tests that are not indicative of a license or certification, or continued development in
any professional field.

Name: Susan Neal

Email: ksmith@example.com

Phone: 372.631.5126x6051