

Denise L. Blachly

3939 SW Bond Ave., Apt. 610
Portland, OR 97239

(631) 379-5339
dlblachly@gmail.com

EDUCATION

University at Buffalo, The State University of New York

B.S. in Business Administration with a concentration in Marketing, September 2010

EXPERIENCE

Schlumberger Ltd., Sugar Land, TX

Recruiting Coordinator, 12/10 – 5/12

- Provided administrative support for recruiters
- Created offer letters for specific business segments and locations to send to desired candidates
- Served as the main point of contact for new recruits
- Coordinated all pre-employment requirements for new recruits throughout North America, such as drug screenings, background checks, physicals, relocation, flights to training, and on-boarding process
- Initiated the Work Visa process for new hires working outside of their home country in the United States and Canada
- Organized logistics (booked hotels, candidates' flights, catering, and transportation) for second-interviews and other recruiting events
- Maintained recruiting databases and on-boarding paperwork of candidates
- Worked closely with location and personnel managers in North America to ensure proper placement and requirements of new employees

PROJECTS

- Placed first out of sixteen teams in a semester long competition for a senior level marketing consulting course, in which my team developed a plan to open a creamery shop and café Schwabb's Dairy Farm in Delevan, New York to generate more revenue
- Used Excel to analyze a business case and determine the most efficient and effective way for an airline to implement a overbooking system
- Conducted a survey of 100 students using a series of questions to determine the effectiveness of the university's campus cash system and how to improve it

COMPUTER SKILLS

Software: MS Word, Excel, PowerPoint, Access, Outlook

Operating Systems: Windows 7