

Alexis Zink

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Practical and solutions-driven business analyst with over 6 years of experience in analyzing and prioritizing business process and system needs with critical thinking and problem-solving abilities. Most recently hired to help build the talent acquisition analyst team and credibility at a Fortune 162 global company, focused in the life science, diagnostic, dental, and water treatment manufacturing industries. By bringing the executive recruitment function in-house, my team has saved the company over \$3 million dollars in hiring fees.

Working Knowledge

- Advanced knowledge and experience of research methods and statistics, especially with web-based open source intelligence techniques.
- Proficiency in analyzing large and complex data sets, including a demonstrated thorough aptitude for conducting quantitative and qualitative analyses
- Ability to communicate effectively verbally and interpret and refine ambiguous technical and regulatory materials in order to develop complex reports.
- Proficiency with MS Office and using computerized word processing, spreadsheets, databases, and project planning tools used to conduct analysis.
- Comprehensive experience examining root-cause to solve business situations
- Proven ability to lead cross-functional teams and collaborate with other analysts to help provide effective solutions
- Strong experience in some more advanced data preparation, analysis and process control methods/techniques, and data modeling

Experience

Executive Talent Acquisition Analyst, Danaher Corporation

September 2016 – April 2019

Key Responsibilities:

- Sourced and built candidate pipelines for executive-level talent in all functions across Danaher's global portfolio of >20 major operating companies. Collaborated with HR leadership, recruiters, and hiring managers in all stages of the search process to shape the go-to-market research efforts.
 - Led high-level candidate name generation and organization chart creation/talent mapping by leveraging external resources in the public domain (including social media and paid news/information subscriptions).
 - Promoted diversity hiring strategies and tools/techniques.
- Conducted complex analysis associated with industry trends, talent mapping, and organizational structure. Provided recommendations regarding the effectiveness of specific talent hiring and business development incentives.
 - Analyzed open source data and reports to provide advice on business and hiring improvements.
 - Prepared highly detailed written reports, executive summaries, and briefings of findings, recommendations, proposals, white papers, and mission impact statements to inform stakeholders and senior leadership of results and findings.
- Applied a variety of qualitative and quantitative analytical techniques (e.g., business process analysis, benchmarking, industry trends, functional assessments, and statistical and trend analysis) to examine data and troubleshoot areas of concern.
- Coordinated the development and use of integrated databases and information systems to track and monitor the status of applicants, candidates, and current employees.

- Compiled extensive research in a cloud-based application and shared it with members across Danaher's global portfolio of companies.
- Created the first company-wide overview presentation that has been used for the past two years for onboarding new associates and for everyday reference for current Danaher employees.

Cross Functional Teams and Activities:

- Invited to participate on two global talent acquisition technology assessment teams, which helped shape the future companywide HR and talent acquisition strategy.
- Guided the University Relations team to plan and launch their social media strategy.
- Represented the Executive Talent Acquisition team on the Danaher corporate communications team.

Executive Talent Acquisition Research Associate, Lochlin Partners

January 2015 – February 2016

- Led high-level candidate name generation and worked with senior partners in all stages of the search process
- Participated in kick-off meetings with senior partners to assist in the development of the search strategy and target company list. Participated in sessions by asking questions, sharing market data and strengthening the content of the conversation.
- Developed a deep knowledge of the competitive landscape and maintained current awareness of news, industry trends and issues associated with top competitors across client industry segments. Shared relevant information with partners.
- Conducted and synthesized research, including financial and/or statistical analysis of businesses, industries, and markets
- Utilized problem-solving skills to prioritize and handle multiple tasks and projects. Communicated effectively in written and verbal formats to various audiences (including all levels of management) in a professional business environment.

Medical Database Builder & Manager, Kelly Goodman, N.P. & Associates

June 2014 – December 2014

- Contract role that involved the correct upload of thousands of patients' files between medical databases (specifically, eMDs to athenaNet).
- Responsible for uploading files, lab results, imaging results, billing and insurance information, and any other available medical information.
- Completed work currently allows for over 6,000 patients to communicate directly with nurse practitioners, view lab and imaging results, pay bills, schedule appointments, and review all medical information in one online system.

Talent Acquisition Research Analyst, GM Ryan International

October 2013 – February 2014

- Built, updated, and expanded the firm's executive client recruitment database, specifically within digital media and cloud computing industries.
- Research led directly to placements of executive level candidates.
- Work was completed in one-third of the estimated project length.

Rowing Coach, Sidwell Friends School & Thompson Boat Center

September 2013 – September 2014

- Helped to plan and conduct practice for up to 40 athletes on the Potomac River. Responsible for practice organization, training, and athlete safety.
- While at Sidwell, planned, marketed, and organized an inaugural indoor rowing event, which hosted more than 200 athletes and raised over \$4,000 in its first year.
- Provided guidance for student athletes in the college recruiting process, several of whom were admitted to Ivy League and DI schools.

Senior Data Analyst, Castillo Consulting

June 2013 - August 2013

- compiled a database of 15 years' worth of college endowment and asset allocation information from thousands of colleges and universities, which required voluminous data entry and verification.
- Worked independently and was responsible for time management so that the project could be completed on time.
- The database is currently being used by the National Association of College and University Business Officers (NACUBO).

Education

Georgetown University, College of Arts and Science – B.A., Psychology, 2007 – 2011

- All American Rower, 2008 & 2009. Set an American indoor rowing record, which held from 2008 – 2012.
- Course concentrations in Research Methods & Statistics (3.5 GPA), Writing (4.0 GPA) and Studio Art (4.0 GPA)