**Heather Dycus**

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Professional summary

Motivated Senior Recruiter with over 12 years' experience delivering results in both agency and corporate settings. Recognized for assessing operational needs and developing solutions to save costs, improve revenues, and deliver results. Resourceful and well organized with excellent leadership and team building record.

Work history

Senior Corporate Recruiter, 05/2018 to Current

Berry Appleman & Leiden – Dallas, Texas

* Manage full life cycle recruiting process from specification through the employment offer.
* Partner with HRBP team, hiring partners, and executive leadership to identify personnel needs for all legal and non-legal teams.
* Engage with workforce planning and FP&A to manage allocated budgets for headcount.
* Act as talent expert, providing strategic insight based on my knowledge of the relevant talent pool to assist hiring managers and partners make informed organizational decisions.
* Prepare candidates for interviewing with BAL and hiring managers by providing detailed information on our company, our business strategy, providing job descriptions and expectations.
* Organize post-interview debrief/feedback with interview teams and candidates.
* Maintain records on department specific recruiting activities via detailed metrics and reporting.
* Develop an effective pipeline of key talent potentially available for immediate hire as succession planning needs dictate.
* Stay informed of trends and innovative recruiting techniques to attract and compete for top talent in the market.
* Ensure team is organized and efficient with daily practices including; ATS, reporting, OFCCP compliance, active and closed requisitions, new requisition guidelines, interview procedures and training, workflow processes and other team responsibilities as necessary.
* Workload always consists of 40 or more positions.
* Ranked as Top Performer last 2 years.

Senior Recruiter (Contract), 05/2017 to 05/2018

Texas Instruments– Richardson, TX

* Full cycle recruiter for TI's largest Dallas manufacturing location: Software engineers, Hardware engineers, System Engineers, Test Engineers, Analog Design Engineers, and several non-exempt manufacturing positions.
* Prospected candidates, reviewed resumes, conducted phone screens, held in-person interviews, submitted profile summaries to division management, arranged team interviews, summarized feedback loop, and presented offers.
* Collaborated with department managers and HR colleagues to develop job description content that was thorough, alluring to candidates, and that aligned with TI's business strategy.
* Managed active candidates throughout the recruitment process through effective communication to ensure a positive candidate experience.
* Maintained talent pipelines through ongoing, targeted communication to stay in contact with potential candidates who had experience that aligned with current and future business requirements.
* Workload consisted of recruiting 50 or more positions.
* Received "Top Contract Recruiter Placement Award".

Principal Corporate Recruiter (Contract), 08/2015 to 04/2017

APCON – Richardson, TX

* Utilized both standard and creative sourcing strategies to identify top talent for APCON'S Portland and DFW markets.
* Recruited for: Technical, Sales, Marketing, Engineering, Accounting/Finance, Operations, and Executive roles.
* Participated in cold calling, pre-screening candidates, preparing candidates for their interviews, reviewing resumes, assessing candidate applications, writing assessments for hiring managers, and working closely with hiring leader's to find the best culture fit.
* Worked with management to assess staffing needs; better understanding their requirements.
* Communicated with peers by sharing recruiting “best practices" and providing accurate, thorough documentation on applicant tracking systems or other documentation tools.
* Workload consisted of recruiting on 30 or more positions.

Senior Technical Recruiter, 11/2011 to 08/2015

Volt Workforce Solutions – Richardson, TX

* Performed all activities related to sourcing, screening, interviewing, reference-checking, pre-employment validation and presenting offers.
* Develop an understanding of each candidate's personal background, professional history, and specific fit to the role.
* Collaborated with HR colleagues when working compensation, compliance, onboarding, and other processes.
* Promoted employment brand messaging that drives traffic to open roles by establishing and promoting positive relationships.
* Resolved operational/tactical questions and problems associated with servicing assigned accounts.

Senior Technical Recruiter, 01/2006 to 10/2011

Robert Half Technology – Dallas, TX

* Sourced, screened, and qualified potential candidates utilizing cold calls, job boards, social networking and internal database.
* Evaluated candidates' strengths, compared with clients' requirement, and recommend the best candidate to client after a detailed screening and skill assessment.
* Stayed current on trends, emerging technologies and new and hard to find skill sets.
* Network extensively to find potential candidates and clients.
* Source through internal candidate database as well as professional associations, referrals, and other networking resources.
* Ensured all laws and regulations regarding hiring practices were followed at every level of the company.
* Negotiated rates and other terms and conditions of employment with candidates.
* Workload consisted of recruiting on 40 or more positions.

Inside Sales Account Manager, 02/2001 to 11/2005

Vendere Partners – Dallas, TX

* Pursued leads by cold calling to build sales pipeline for Microsoft account.
* Achieved key performance indicators on a daily basis to achieve sales goals.

Skills

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| * Taleo * IBM Kenexa/BrassRing * HireRight * ICIMS * Bullhorn * Microsoft Office * LinkedIn Recruiter * Behavioral Interviewing * Boolean Sourcing * Targeted/Passive Recruiting | * Training * HR Compliance * Project Management * Targeted Social Media Campaigns * Social Media Branding * Campus Recruiting * Corporate compliance * Corporate branding * Corporate law * Corporate and business legal issues |

Education

Computer Science, 2000

Stephen F. Austin State University