

## Professional Summary

Results-driven HR Leader with 12+ years of experience in recruitment, performance management, and key account development. Proven expertise in driving business growth through strategic HR initiatives, talent acquisition, and team management. Adept at navigating complex HR landscapes, fostering strong relationships, and delivering exceptional results in fast-paced environments.

## Professional Experience

### Head of Talent Acquisition & Management (FI10)

Inazuma.co | 2020 - Present

### Senior Recruitment Manager (FI8)

Pinnacle Recruitment Agency | 2018 - 2020

#### Key Achievements:

- Increased recruitment efficiency by 30% through process optimization and team training
- Developed and executed a strategic recruitment plan, resulting in a 25% increase in client satisfaction

#### Responsibilities:

- Managed a team of recruitment consultants, providing guidance and coaching for success
- Built and maintained strong relationships with key clients, ensuring consistent business growth

### Recruitment Team Lead (FI6)

HR Solutions Inc. | 2015 - 2018

#### Key Achievements:

- Improved time-to-hire by 40% through effective sourcing strategies and candidate pipelining
- Collaborated with the HR team to develop and implement a comprehensive onboarding program, enhancing new hire satisfaction

#### Responsibilities:

- Led a team of recruiters, focusing on IT and finance placements
- Conducted training sessions on recruitment best practices and industry trends

### Recruiter (FI4)

TalentQuest | 2012 - 2015

**Key Achievements:**

- Consistently met or exceeded monthly recruitment targets, earning recognition as a top performer
- Developed and maintained a robust candidate database, ensuring a strong talent pipeline

**Responsibilities:**

- Sourced, screened, and presented top candidates to clients across various industries
- Assisted in the development of job descriptions and recruitment marketing materials

## Junior Recruiter (FI2)

Recruitment Rookie | 2010 - 2012

**Key Achievements:**

- Quickly adapted to the recruitment landscape, achieving a high success rate in candidate placements
- Provided administrative support to the recruitment team, ensuring seamless operations

**Responsibilities:**

- Assisted in candidate sourcing, screening, and coordination
- Maintained accurate records and reports on recruitment activities

## Education

**Master of Business Administration (MBA)**

University of Michigan - Ross School of Business

**Relevant Coursework:**

- Human Resource Management
- Organizational Behavior
- Strategic Management

## Technical Skills

**Recruitment & HR:**

- Talent Acquisition
- Sourcing
- Screening
- Recruiting
- Human Resources

- Executive Search
- BPO
- Temporary Placement
- Benefits Negotiation
- Hiring

**Management & Strategy:**

- Technical Recruiting
- Business Process Outsourcing (BPO)
- Recruitments
- Screening Resumes
- Consulting
- Customer Relationship Management (CRM)
- HR Policies
- Internet Recruiting
- IT Recruitment

**Operational & Analytical:**

- Performance Management
- Strategic HR
- Strategy
- Headhunt
- Job Descriptions
- Onboarding
- Staff Augmentation
- Staffing Services
- Vendor Management
- MIS
- HRIS

**Soft Skills:**

- Team Management
- Personnel Management
- Relationship Management
- Interviews
- Employee Training
- Employee Engagement

- Training
- Employee Relations
- Management
- Performance