

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