

Alexandria Williams

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Experienced professional in business development, sales, recruitment, and UX Design coursework. Strong in communication, problem-solving, and customer relations. Committed to improving product design and user experience for business success and organizational growth.

SKILLS & TOOLS

CRM (Salesforce), Sales, Cold calling, Business Development, Strong Negotiation Skills, Excellent Communication Skills, Critical Thinking, Marketing, Human Resources, **Figma**, **Sketch**

EDUCATION

Certificate in UX Design

CareerFoundry | Sept. 2023 - May 2024

Bachelors of Arts: Sociology

University of California, Santa Barbara | Sept. 2016 - June 2020

Minors: Applied Psychology and Sociocultural Linguistics

PROJECTS:

RESEARCH FOR MENTORSHIP APPLICATION

Immersion course at CareerFoundry | October 2023 - March 2024

- **Problem:** Identified need for structured mentorship program.
- **Process Phases:** Conducted competitive analysis, created personas, and developed user flows, wireframes, and prototypes.
- **Solution:** Developed user-friendly mentorship app connecting mentors and mentees based on shared goals, facilitating communication and resource sharing.

RESEARCH FOR CAREER VOCABULARY APPLICATION

Intro course at CareerFoundry | September 2023

- **Problem:** Identified lack of user-friendly career exploration tools.
 - **Process Phases:** Conducted competitive analysis, created personas, and developed user flows, wireframes, and prototypes.
 - **Solution:** Created user-centric vocabulary app enabling users to enhance professional lexicon through learning experiences.
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EXPERIENCE:

Superlanet – Recruiter & Account Manager

San Diego, CA | April 2024 - Present

3rd party recruitment company that specializes in Healthcare IT professionals.

- Cultivate strong partnerships with healthcare clients, serving as their primary point of contact.
- Utilize innovative sourcing techniques to identify qualified candidates in healthcare IT. Screen resumes, conduct interviews, and assess candidate qualifications for alignment with client needs.
- Collaborate with clients to develop workforce plans and talent acquisition strategies. Provide industry insights to optimize recruitment efforts.
- Led client consultations to develop customized workforce plans and talent acquisition strategies, aligning recruitment efforts with organization goals
- Conducted in-depth candidate assessments, evaluating technical skills, cultural fit, and career aspirations to ensure optimal candidate-client alignment
- Implemented innovative sourcing strategies, including leveraging social media platforms, industry networking events, and targeted job boards.

Austin Vita – Recruitment Consultant/ Account Manager

San Diego, CA | March 2022 – September 2023

3rd party recruitment company that specializes in medical devices, in-vitro diagnostics and digital health sectors.

- Led recruitment initiatives, managing end-to-end hiring processes of lifesciences professionals, successfully onboarding 45+ top-tier talents.
- Collaborated with internal teams to develop tailored staffing solutions that met client needs and exceeded expectations.
- Exceeded client expectations by implementing new sourcing strategies resulting in a 40% increase in candidate quality and a 15% decrease in time-to-fill, enhancing client retention.
- Implemented candidate screening processes, including technical assessments and behavioral interviews, to ensure candidate quality and suitability for client roles
- Conducted regular client meetings and check-ins to assess satisfaction levels, identify opportunities for service improvement, and explore additional recruitment needs

Computer Futures – Associate Recruitment Consultant

San Diego, CA | June 2021 – March 2022

3rd party recruitment company that specializes in salesforce professionals such as business analysts, architects, and developers.

- Developed and executed recruiting strategies to attract diverse talent for key roles for Salesforce professionals.

- Built and maintained relationships with clients and talent to drive customer loyalty and retention.
- Attracted and hired 40+ professionals.
- Managed candidate relationships throughout the recruitment process, providing regular updates, feedback, and support to ensure a positive candidate experience.

PreZero US – Human Resources Assistant

Los Angeles, CA | December 2020 – June 2021

An environmental service provider in the areas of waste disposal and sorting, processing and recycling.

- Facilitated the employee onboarding process, including preparing offer letters, coordinating orientation sessions, and ensuring new hires received necessary training and resources for a smooth transition.
- Administered payroll, benefits, and compensation programs to ensure compliance with company policies and regulations.
- Provided exceptional customer service to employees, resolved 100+ inquiries with a 95% satisfaction rating.
- Managed employee records and HRIS systems, maintaining accurate and up-to-date personnel information and ensuring compliance with data privacy regulations.