Candace A. Brown

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| CORE COMPETENCIES |  | TALENT ACQUISITION, ADMINISTRATIVE & HR Skills  * Managed the full-cycle recruiting and on-boarding process by: sourcing resumes, conducting phone interviews, arranging in-person interviews with hiring managers and extending/negotiating verbal offers. * Managed the full-cycle recruiting process for multiple companies in a variety of industries including: Healthcare, Technology, Banking, Accounting, Advertising/Marketing, Hospitality, Manufacturing and Not-For-Profit. * Extensive experience in managing complex calendars, project management, meeting and event arrangements, working with outside vendors, preparing reports, training & supervising other support staff, and customer relations. * Worked closely with the CEO, CFO, COO, Managing Directors, and other hiring managers on various projects. * Managed domestic and international travel plans for external candidates that were interviewing for senior level positions. * Administered a variety of pre-employment testing to candidates depending on job function. * Assisted with managing internship and university recruitment programs. * Prepared offer letters, employment agreements and other new hire paperwork. * Obtained necessary paperwork to conduct reference and background checks. * Assisted with new hire orientation. * Build cross-functional relationships with different departments and vendors on all levels including C-Level executives. * Assured that all employee personnel files are completed with all required paperwork to ensure the company is compliant with federal, state and local laws. * Extensive experience recruiting for start-ups and building out new departments within small to midsized companies. * Provided ongoing communication and career guidance to candidates; participated in local trade associations and networking events to increase the company’s’ presence in the local business community. * Composed and posted job descriptions on different websites and social media platforms. |
| TECHANICAL Skills |  | Excel, AS/2, Bullhorn, eRecruit, Greenhouse, iCims, LinkedIn Recruiter, MicroJ, Microsoft Office (Word, PowerPoint, Outlook), Taleo, SharePoint and SAP |
| Work History |  | TALENT ACQUISITION, GENERAL ASSEMBLY, NEW YORK, NY January 2017 – Present  **TALENT ACQUISITION, INDEPENDENT CONSULTING, NEW YORK, NY**  January 2014 - Present ***(Worked with a variety of companies on talent acquisition projects)***  **STAFFING MANAGER, ROBERT HALF ACCOUNTEMPS, NEW YORK, NY**  April 2013 – March 2014 |
| Education |  | MS IN ACCOUNTING, Uncc, Charlotte, NC, May 2013 Concentration in Taxation, GPA 3.0 dual bachelors of science, syracuse university, syracuse, ny, may 2010 BS in Accounting (CPA Track) and Entrepreneurship & Emerging Enterprises, GPA 3.0 |
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