

Abner C. Merluza, Jr.

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Human Resources Experience:

A+ Personnel - Bayonne, NJ

8/2014-2/2015

(Privately held, Temporary, Direct Hire Staffing Firm)

Senior Recruiter

- Sourcing and recruiting candidates using various methods including internal databases, job boards, social media, networking, cold calling, referrals and non-traditional means.
- Adept at the creation of Boolean search strings for targeted searches for various client needs.
- Report and consulted directly with the president of the company to discuss candidate qualifications.
- Conduct phone, in-house and Skype interviews.
- Assist and advise candidates with revising their resumes.
- Utilize StaffSoft database to process newly hired and interviewed candidates.
- Assist payroll with administrative tasks; collect/print time sheets and call candidates for submittal.
- Process and file newly hired candidates' forms: W-4, I-9, and direct deposit.
- Produce candidate summaries for client review.
- Support front desk reception and IT support on an as-needed basis.

Atrium Staffing, Inc. – Jersey City, NJ

2/2014-2/2015

(Privately held, Boutique Staffing Agency for small, mid-sized and Fortune 500 companies)

Associate

Kforce, Inc. – New York, NY

2007 to 2010

(Publicly-traded professional staffing and solutions firm with 1900 staffing specialists in 60+ offices)

Recruiter

- **Independently managed key accounts with responsibility for meeting annual performance goals for number of placements and interview/offer ratio.**
- Interfaced with clients and candidates daily to answer questions, update status, and advise on staffing matters. Trained and developed junior recruiters.
- **Placed IT professionals at all levels**, including Project Managers, Business Analysts, Quality Assurance/Test Engineers, Java Programmers, .NET Programmers, Database Developers, Web Developers and Network Engineers.
- **Sourced multiple requisitions concurrently and screened/interviewed 50-80 applicants per week** with a focus on covering open job orders while building a strong pipeline.
- Sourced candidates using various methods such as internal database, job boards, social media, cold calling, networking, open houses/career fairs, employee referrals and non-traditional means. Prepared candidates for interviews and offer negotiations.
- **Updated candidate/client database (RecruitMax)** and produced weekly/monthly recruitment reports.

New York Technology Partners – Jersey City, NJ

2005 to 2007

(Privately held boutique IT consulting firm)

Account Manager

- Identified and developed contract-staffing opportunities with client companies in New York and New Jersey.
- Worked with clients to develop position requirements, write job ads, and match contractors with client needs. Prepared candidates for the interview process.

Other Professional Experience:

Citigroup, Inc. – Long Island City, NY

2/2015-Present

(Leading global financial services company with 200 million customer accounts)

International Tax Accounting Intern

- Prepare and process Equity Roll Forward/Outside Basis files for over 100 entities for further review and analysis.
- Create e-mail communications to send to field offices abroad to obtain information for effective tax rate reconciliations.
- Update effective tax rate information on file for international entities from field offices.
- Process Deep Dive Transfer files for ETR comparison in preparation for Senior Management review.
- Prepare APB23 reconciliation work papers.
- Run monthly financial reporting system reports.

Citigroup, Inc. – Long Island City, NY

9/2013-1/2014

(Leading global financial services company with 200 million customer accounts)

Corporate Tax Compliance Intern

- Assisted in the preparation of federal, state, and local corporate income tax returns.
- Updated work papers with financial information for a variety of CITI entities to assist in determining impact on tax returns.
- Gathered and documented tax return support in corporate tax's database.
- Supported team in achievement of outputs.

Custom Built Personal Training-Jersey City, NJ

2011 to 2012

(National, premier outsourced personal training company in over 100 locations in the US)

Trainer

Education & Professional Development

New Jersey City University – Jersey City, NJ

Bachelor of Science, Business Administration; concentration in Marketing (2004)

Microsoft Office (Word, Excel, PowerPoint, Outlook) Completed intensive KForce recruiting training covering sourcing, referrals, interviewing, time management, resume writing, Boolean search methodologies, and sourcing/recruiting through social media: Facebook, Twitter, LinkedIn, Google+, and other related tools