**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**

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### 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

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* 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