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Career Experience

LinkedIn April 2021 – March 2023

Technical Sourcer II; Sunnyvale, CA (remote)

- In a year timeframe, had 51+ "Approval for Hire" candidates. Efforts focused on Diversity, Equity, and Inclusion (DEI)
- Client Management Gathered requirements, strategized, communicated, advised, and executed on leads through delivery
- Led and mentored new-hire contractors. Helped them get onboarded with best practices
- Recruited for distributed systems and applications development. Selected to convert from contractor to a direct-hire employee

Aventiv Technologies

December 2018 – April 2021

Technical Recruiter III; Carrollton, TX

- Over 58 hires in 2019. Saved the organization over \$510,000 in staffing agency fees (assuming 17% fee). Averaged less than 42 days of time-to-fill. Utilized iCIMS ATS
- Worked with clients to generate requirements documentation. Managed project strategy and set expectations. Served as a trusted advisor for technical talent acquisition. Managed multiple clients concurrently and prioritized accordingly

Brierley+Partners

January 2017 - November 2018

Corporate Recruiter; Plano, TX

- ~90 hires in 22 months. Two months with 10+ hires. 30+ hires in 6 month sprint. First placement within 30 days of employment
- Facilitated Summer Internship program. Engaged 15+ Interns and managed events. ~50% converted to permanent employees
- Automated offer letter creation in Excel and Word via Mailings. Integrated UltiPro ATS with Google Analytics and Cognos BI
- Full-cycle recruitment. Account and vendor management. Conducted new hire orientations and assisted onboarding process

Prestige Staffing

May 2013-December 2016

Lead Technical Recruiter; Dallas, TX

June 2016 – December 2016

- <u>Focused on quality results and relationships</u>. Placed 53 professionals with average salary of \$94,000, or \$16,400 average revenue per hire. 38 candidates placed in direct-hire (permanent) roles and 15 in contract (temporary) roles
- Recruited quality, qualified candidates: Over 16% of first interviews with clients produced a hire. Achieved greater than a 55% submittal-to-interview ratio (top 7% in company, 2016) and a 7.8% submittal-to-hire ratio (top 15% in company, 2016)

Senior Technical Recruiter; Dallas, TX

May 2015 – June 2016

- Received "Life-Saver" award for being "always there and willing to help". Voted by Dallas office within 7 months of transferring
- Transferred offices (from headquarters) to influence and coach a newer office and recruiting team

Senior Technical Recruiter; Atlanta, GA

May 2014 – May 2015

- Trained new employees during their new hire orientation. Directly mentored existing teammates throughout employment
- Selected to assist the creation of a new "Open Source" recruitment team that focused on unique technical skill sets

Technical Recruiter; Atlanta, GA

May 2013-May 2014

- Placed first candidate within 30 days of employment. Initiated, built, and managed relationships to facilitate continued engagement and opportunities for growth. Focused on urgency, work ethic, positive attitude, coach-ability, and teamwork
- Gained functional understanding of technology industry through relationships with Software Developers (Java, .NET, JavaScript, Ruby, etc.), Systems Engineers (Linux, Windows, etc.), Network Engineers, DevOps Engineers, Project Managers, Directors, etc
- End-to-end recruitment for direct-hire and contract positions. Gathered requirements, sourced, cold-called, qualified, interviewed, scheduled, offered, negotiated, closed, and placed candidates for client. Recruited on 15+ positions monthly.

South Coast Advantage (formerly On Demand Digital Paper)

January 2011-April 2013

Operations Manager; Atlanta, GA

Core Competencies: Account Management, Production Management, Marketing

- Drove process improvement. Created database tool (in Microsoft Access and Excel) to improve decision-making and visibility; the tool aggregated tables to record, analyze, and improve information flows within production, inventory, and customer relations
- Managed production team, staffing plan, and deadlines. Developed and communicated KPIs and best practices with production team and CEO to drive delivery. Hired and trained employees as appropriate
- Critical contact for customers and sales team. Account management of current and prospective customers (over \$3 million in annual revenue). Coordinated customer needs and production capabilities for build-to-order (JIT) and stock item sales
- Continued marketing duties through collaboration with leadership and Interns. Created new target product mix and marketing plan. New target market alleviated cash flow and increased margins; it grew (from ~1%) to 25% of total sales within first year
- Received purchase orders, recorded sales orders (QuickBooks), assisted RFIs, developed quotes, forecasted inventory, purchased raw materials, managed production, minimized waste, managed shipping/receiving, and delivered on sales
- Improved communication between the customers and organization via marketing materials. Created or built-upon pricing levels (segments), customer database, product demonstration, website, branding, and social media

Education

Auburn University; Auburn, AL