

Chelsea R. Keel

chelsea.keel.16@tfacorps.org

CERTIFICATIONS

IBM Data Analyst

April 2025

SKILLS

Microsoft Power BI. Tableau. Training/Presentation. Microsoft Excel. Google Sheets. SQL. PostgreSQL. MySQL. Web scraping. Interpersonal. Research. GitHub. Data storytelling. CRM. Dayforce. Greenhouse. Lever. Avature. Icims.

RELEVANT COURSES

Statistics
Intro to Computer Science

Grade: 91
Grade: TBD

VOLUNTEER EXPERIENCE

Quantum Communications
Communications Intern

May 2014-August 2014

PROFESSIONAL EXPERIENCE

PetVet Care Centers, CT (Remote)
Veterinary Sourcer

October 2023- April 2025

- Sourced candidates for our veterinary pipeline and future hiring needs in every possible way (LinkedIn, social media, cold calling, various boolean searches, etc)
- Worked with the Recruiters and Sourcing team to develop detailed-rich, appealing sourcing material
- Trained new employees on various sourcing methodologies and processes
- Utilized Google Sheets and Excel to track candidates and associated data
- Scrubbed and confirmed candidate data in our ATS, Greenhouse

National Veterinary Associates, CA (Remote)
Talent Acquisition Sourcer

July 2022- September 2023

- Utilized our Applicant Tracking System, Avature, to monitor the progress of candidates in the Southeast
- Delivered a constant flow of interested candidates by driving a comprehensive and inclusive approach to sourcing utilizing social media, Indeed, Google X-Ray, AVMA, LinkedIn Recruiter, Hire, and talent mapping
- Researched, evaluated, and analyzed current and potential markets utilizing boolean, Xray, and web scraping tools
- Scrubbed and confirmed candidate data in our ATS, Avature

Foresight Mental Health, CA (Remote)
Talent Acquisition Sourcer, Clinical

August 2021- June 2022

- Leveraged all available sourcing platforms to find, identify, and entice top talent to join Foresight, with an emphasis on clinical, administrative, and technical roles
- Trained new employees on various sourcing methodologies and sourcing workflows
- Delivered a constant flow of interested candidates by driving a comprehensive and inclusive approach to sourcing utilizing Zip Recruiter, Indeed, Google X-Ray, Hiretual, LinkedIn Recruiter, Hire, Handshake, and Circa

- Leveraged social media (Facebook, Twitter, and Instagram) to build a pipeline, including campaign creation, joining of job groups, and networking
- Researched, evaluated, and analyzed current and potential markets utilizing various search engine, Sheets, and Excel

Aaron's SALO, Smyrna, GA

August 2020- August 2021

Recruiting Coordinator

- Sourced and identified candidates from Indeed, ZipRecruiter, internal CRM, social media (Facebook, Twitter, and Instagram), Handshake, etc.
- Identified and maintained relationships with passive candidates through LinkedIn, Facebook, Indeed, email, and phone
- Coordinated and scheduled candidate interviews with hiring managers and interviewing teams across the Southeast

Claire's Stores, Douglasville, GA

September 2018 – October 2019

Assistant Manager – Third Key Holder

- Assisted in screening, interviewing, and training new associates on customer service and proper protocols
- Supervised a 4-person team that exceeded their sales goals consistently by at least 35 percent
- Scheduled and coordinated interviews via phone and in-person

Teach for America, Huntsville, AL

July 2016 – May 2018

Teacher – TFA Corps Member

- Communicated and collaborated with students, parents, co-workers, and administration to ensure that each student received the best education possible
- Organized and administered student and teacher systems for the classroom to function efficiently and effectively

EDUCATION

Georgia Perimeter College

May 2027

Associate of Science, Healthcare Administration, GPA=4.00

North Carolina A&T State University

May 2016

Bachelor of Arts in Professional English, GPA=3.73