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**OBJECTIVE:**

To secure a position with a reputable institution with a stable environment as well as opportunities for career advancement.

**EDUCATION:**

St. Cloud State University: 2007-2011

**Bachelor of Arts**

**Major:** History

**Minor:** French Language

**GPA:** 3.31/4.0, Dean's List recipient

**SKILLS PROFILE:**

- ⌚ Strong interpersonal skills
- ⌚ Solid grasp of technical concepts
- ⌚ Demonstrated ability to source and market opportunities to passive candidates
- ⌚ Strong persuasion and negotiation skills, and the proven ability to influence others
- ⌚ Proven track record of success in a recruiting and sales role
- ⌚ Proficient with Microsoft Office products, to include Outlook, Word, Excel and Powerpoint
- ⌚ Strong ability to multi-task, problem -solve and produce favorable results
- ⌚ Excellent team player
- ⌚ Unbridled personal desire for success

**PROFESSIONAL SUMMARY:**

Amazon (via Insight Global)

Seattle, WA

08/15-11/15

**Technical Sourcing Recruiter**

- Sourced & recruited Software Development Managers for Amazon's Advertising Products team
- Recruited both domestic & international candidates
- Communicated effectively with hiring managers to plan for current & future staffing needs
- Screened candidates based on basic qualifications, interest level, availability, visa status, salary requirements, relocation availability, etc.
- Sourced candidates using multiple platforms & screened their qualifications
- Achieved 4 offers, 2 candidate starts & 2 delayed candidate starts
- Integral participant of business-wide redevelopment of SDM screening process

VitalSource Staffing

Bellevue, WA

03/15-08/15

**Technical Recruiter**

- Sourced & submitted Software Engineers, Software Development Managers, Mobile Developers, SDET's, QA Engineers, QA Managers & Technical Product Managers to open positions at Amazon
- Created & implemented effective sourcing strategies, especially using advanced Boolean search strings

- Sourced candidates using multiple platforms & screened their qualifications
- Sourced domestic & international candidates
- Communicated effectively with hiring managers to plan for current & future staffing needs
- Screened candidates based on basic qualifications, interest level, availability, visa status, salary requirements, relocation availability, etc.
- Maintained candidate interest during screening process
- Recipient of several candidate satisfaction commendations
- Recruiter with highest weekly submission rate several times
- Achieved 4 offers & over 20 onsite invitations

Ceres Environmental Services

Minneapolis, MN

10/14-01/15

**Recruiter**

- Full life-cycle recruiting responsibility
- Communicated with hiring managers to plan for current & future staffing needs
- Developed & implemented robust & effective sourcing strategies
- Prepared extensively for interviews, to include, but not limited to, answering detailed candidate questions, assisting with setup of assessment days, and negotiating offers
- Expertly screened candidates based on interest level, availability, visa status, salary range, relocation requirements, and basic qualifications
- Conduct background checks, verifications of employment & schedule pre-employment drug screening
- Assisted Director of Recruiting in pertinent tasks
- Simultaneously balanced current files as well as open positions to ensure fulfillment at all times
- Achieved 105% fulfillment within first 3 weeks of employment
- Maintained 100% fulfillment for remainder of employment

Right Turn Recruiting, Inc.

Minneapolis, MN

01/13-10/14

**Inside Recruiter**

- Full life-cycle recruiting responsibility
- Communicated with hiring manager to plan for current & future staffing needs
- Created & posted unique ads nationwide on social networks to source candidates
- Interacted with & recruited candidates via email, telephone & in-person
- Generated & maintained candidate interest during application & screening process
- Performed constant follow-up procedures during screening period & travel to orientation site
- Performed crisis management if necessary
- Interacted with candidates & client representatives with professionalism & courtesy
- Built network by gaining referrals from candidates
- Simultaneously balanced active files with new ones
- Surpassed 1<sup>st</sup> year goal by 25%
- Highest weekly placement recruiter over two dozen times
- Highest monthly placement recruiter several times
- Received numerous candidate satisfaction commendations

Minnesota Army National Guard

Cambridge, MN

08/09-08/12

**Private First Class**

- ⌚ Assist with unit's mission of horizontal engineering

- ⌚ Constant maintenance of physical fitness
- ⌚ Maintenance of critical soldier skills & equipment
- ⌚ Performed routine Risk Assessments prior to training
- ⌚ Served in roles as Assistant Platoon Leader & Platoon Leader
- ⌚ Supervised training
- ⌚ Served as Recruiting Coordinator on St. Cloud State campus
- ⌚ Built rapport with contacts
  - Sourced candidates via face-to-face interaction
  - Obtained contact information & turned it over to official recruiters for follow-up
- ⌚ Achieved average of 1 placement per month

#### **COMMUNITY ACTIVITIES:**

St. Cloud State University Rugby Club: 2007-2011

- ⌚ Team Secretary: 2008-2010

St. Paul Jazz Pigs Men's Rugby Club: 2012-2013

Metropolis Rugby Club: 2013-2015

Seattle Saracens Rugby Club: 2015-

- ⌚ Social Chairman: 2015-