

# MEERA PATEL

A Senior Talent Acquisition Specialist with 10+ years of experience, specializing in diversity recruiting, HR administration, talent management, and strategic planning. A strong history of building world-class organizations centered on diversity, equity, and inclusion (DEI). Adept at coordinating with C-level executives, department leaders, and cross-functional teams.

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## PROFESSIONAL EXPERIENCE

### SENIOR TALENT ACQUISITION SPECIALIST

Mainline Health, San Francisco, CA  
May 2016-Present

- Lead a team of 15+ recruiters to execute diversity recruiting initiatives for the build-out of four customer care centers supporting over 300K patients
- Collaborate with the HR Department to develop and build employee resource groups and diversity council to establish an inclusive work culture and enhance employee engagement, resulting in a 25% reduction in employee turnover
- Create overarching sourcing and recruitment strategy to identify and acquire top talent, including planning and executing in-person and virtual job fairs

### TALENT ACQUISITION SPECIALIST

Healthcare Talent Inc.,  
San Francisco, CA  
May 2011 - May 2016

- ◆ Oversaw talent acquisition for a leading recruitment agency, coordinated with HR managers, department staff, and recruiters to source candidates, and secured over 150+ qualified nurses, physicians, and healthcare staff for major west coast hospitals
- ◆ Partnered with client healthcare departments to identify organizational needs and provided recommendations to improve the efficiency of hiring cycles
- ◆ Developed job descriptions based on hospital needs, maintained applicant tracking systems (ATS), tracked candidates, and coordinated interview scheduling

## EDUCATION

### Bachelor of Science (B.S.) Human Resources

University of San Francisco,  
San Francisco, CA  
September 2007 - May 2011

## KEY SKILLS

- ◆ Talent Acquisition
- ◆ Diversity Recruiting
- ◆ Organizational Development
- ◆ Diversity, Equity, and Inclusion (DEI)
- ◆ Candidate Sourcing

## CERTIFICATIONS

- ◆ Senior Professional in Human Resources (SPHR), HRCI, 2016
- ◆ Associate Professional in Human Resources (aPHR), HRCI, 2011