**CHIQUITA THOMAS**

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**EDUCATION:**

**B.A. Professional Communications (Focus in Adult Education and Human Resources)**

**Alverno College, Milwaukee, WI December 2015**

**PROFESSIONAL EXPERIENCE:**

***Lead Recruiter Team Leader,* Supplemental Health Care, Dallas, TX Jul. 2018- Present**

* Manage, coach, train, and mentor Lead recruiters
* Weekly performance report
* Creating VMS/MSP Open Orders
* Track/measure data as needed for Management

***Senior Lead Recruiter*, Supplemental Health Care, Dallas, TX Jun. 2018- Present**

* FY’19 Quota of 16 leads a week and 2 starts a month
* Assist with mentoring incoming Lead Recruiters
* Talent sourcing and tracking
* Maintain connection between field and office talent

***Lead Recruiter*, Supplemental Health Care, Dallas, TX Sep. 2016- Jun. 2018**

* **FY’18 27 starts on a Quota of 24**
* **Demonstrating great communication and relationship management**
* **Follow up and monitoring of all internal referrals**
* Source for candidates via Internal Applicant Tracking Systems, Careerbuilder, Indeed, Facebook, LinkedIn
* Provide recruiting support to Recruiting Managers by pipelining and developing recruiting strategies.

***Talent Acquisition Intern*, Columbia St. Mary’s, Milwaukee, WI Jun. 2014- Aug. 2015**

* **Developed and created “Change of Life Back to School Clothing Drive” to increase employee involvement in the hospital**
* **Conducting surveys and reporting results for data analysis**
* **Scheduled, coordinated, and facilitated meetings. Monitored and updated website and social media content. Designed flyers for a district wide distribution to market the Columbia St. Mary’s Community Resource Center**
* **Collaborated with the Outreach Coordinator to create and plan new community projects and strategic approaches to maintain involvement**
* **Relationship management with community partners.**

***Critical Care Technician*, Community Memorial Hospital, Milwaukee, WI Jan. 2013- Aug. 2016**

* **Received promotion to manage a team of Technicians and CNA’s**
* **Facilitated unit orientation and training for standards of bedside care for new hires (Technicians and CNAs)**
* **Partnered with all levels of staff, maintaining the highest level of confidentiality and timely distribution of sensitive information**

**REFERENCES: Available upon request**