Regina Williams-Barnes  
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Outgoing professional recruiter searching for an opportunity to utilize previously gained skills and experience in a new recruiting role while gaining more skills and experience.

**Work Experience**

**Onsite Manager/Recruiter Accurate Personnel Services - Irving, TX February 2018 to Present**Duties include managing and coordinating contingent workers at a corporate client location. Serving as a central contact for the hiring managers and Human Resources to identify openings and as the liason between contingent workers, the agency and the client, maintaining necessary reports, serving as an extension of the Human Resources Department informing workers of any rule or policy changes. Conduct orientations, evaluations, process payroll, and other duties as assigned. Working to build positive employee relations and morale while encouraging the development of a peaceful, cohesive team in a culturally diversified environment. Interviewing applicants, ensuring client compliance requirements are met. Utilize Avionte and Kronos to ensure proper notations are made in the client file and payroll hours are calculated appropriately. While providing excellent customer service to the client, contingent workers and others within the client facility.   
  
**Independent Agent Liberty National - McKinney, TX June 2017 to January 2018**  
Duties included working closely with new and existing clients assisting them in reviewing their benefit options and setting up their benefits. Daily functions include client introductions; relationship management; product presentation and proper follow through. Products included life insurance and supplemental benefits. Became a licensed insurance agent in Texas to be able to represent and sell these products.

**Recruiter Manpowergroup US Inc Waxahachie, TX May 1996 to April 2017**Duties included delivering high quality recruiting and employment services to all clients including candidates, associates and employers. Developing and retaining business by marketing and providing excellent customer service. Performing a wide variety of administrative tasks that support the overall mission of quality performance and exceptional service. Working both independently and as part of a team to recruit individuals for open positions within a specified territory. Utilized excellent customer service skills to communicate in both in writing and orally. Confidently stepped into an advisory role when needed to coach clients from all fields and all levels. Strong affinity for business development and including, service calls and marketing calls. Having a desire to increase business opportunities within the designated market by being involved in the community.

Utilized coaching skills to provide feedback to candidates and associates to ensure quality performance and job satisfaction. Troubleshooting abilities to resolve problems or complaints of clients and candidates. Maintained a cooperative team oriented demeanor while working independently.

Applied basic math skills and financial concepts to calculate bill and payrates as well as overtime rates. Also ensured that all client required compliances were fulfilled.

**Receptionist/Switchboard Operator Exhibitgroup Giltspur, Dallas, TX March 1991 to May 1996**Greeting and welcoming visitors. Answering all incoming calls through a 500 line AT&T switchboard. Connecting calls to proper extensions. Also answering general information inquiries about the company. Performed general office duties as well including processing mail, filing, typing and providing exceptional customer service.   
  
**Temporary Associate Manpower - Dallas, TX July 1989 to March 1991**Various temporary assignments including receptionist, switchboard operator, general office clerk, mailroom clerk, mystery shopper, administrative assistant and file clerk. 

**Education**  
Major - Communications Southeastern Illinois College Harrisburg, IL

**Skills**

Applicant Onboarding

AS400

Avionte’

Communications

Direct Office

Customer Service

Excel

Kronos

Leadership Training

Management

Marketing

Multi-Line Phone System

Payroll

Phones

Problem Resolution

Recruiting

Red Carpet Onboarding

Switchboard Operation

Team Leader

Word

**Certifications/Licenses**

Insurance License August 2017