

MATTHEW MCKEE

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PROFESSIONAL EXPERIENCE

**Senior Staffing
Supervisor**
Kelly Services

*San Antonio,
TX
Apr
2012 to Present*

Responsible for commercial full cycle recruiting and business goals including service delivery (on time fills, and satisfactory performance scores); recruiting/ retention (filled orders, assignment completion, and cost per hire); business development/retention (filled orders, contribution to gross profit); and Administration (customer and assignment information).

Senior Recruiter
The Liberty Group

Responsible for supervising and leading in partnership with the recruiting staff to better support the overall staffing needs and to align daily performance to outcome a successful standard of recruiting practices. Senior operations to include full cycle recruiting activities, clientele development, new account and retention sales calls, maintaining a high placement ratio, penetrate client accounts, and computing weekly staffing effort reports to set future goals. Also responsible for executing clientele visits to ensure customer satisfaction and marketing objectives.

- Positioned the branch to produce record-breaking hours through implementing effectively sound daily operations.
- Excellent ability to provide consistent and specific feedback around recruiter's performance to promote professional growth and accountability.
- Excellent ability to identify talent with key qualities and to put employees in

excelling roles to
secure employment
longevity.

- Proven track record
of success in
developing and
executing strategic
initiatives to attract
and hire candidates
from online sourcing,
reference checks,
sales calls, and
employee referrals.
- Excellent ability to
effectively identify
possible strategic
hiring methods for
clientele to ensure
quality hires for
unique positions.

Client Service Specialist
Tri-Starr Personnel

*San Antonio,
TX
Feb
2011 to Apr
2012*

Responsible for Light
Industrial full cycle
recruiting activities
including sourcing,
interviewing, matching,
coordinating send-outs and
filling orders. Daily
operations to include client
development, new account
and retention sales calls,
obtaining and creating job
orders, maintaining a high
fill ratio, penetrate client
accounts and taking a
positive proactive approach
in corporate and field
department partnering.
Also responsible for

executing client visits to
ensure customer
satisfaction and marketing
objectives

- Utilized non-profit sources to fill high volume projects on short notice with quality results.
- Implemented a daily operations strategy that instantly improved the ability to recruit and fill orders by partnering recruiters to interview and send resumes in a fast paced environment.
- Recruited for specialized positions by hosting job strategically placed fairs.
- Earned recruiter of the month award 7 times in duration of employment.
- Experienced in focused business development and recruiting plans.
- Experienced in processing new hires with E-Verify and collecting/auditing hire paperwork.

Recruiter
BG Staffing

*San Antonio,
TX
Apr
2006 to Feb
2011*

Responsible for Multi-Family full cycle recruiting activities including sourcing, interviewing, pay negotiation, hiring, on-boarding and applicant tracking. Also manage the daily scheduling of maintenance operations and improving relationships with both employees and clientele. Experienced in handling high volume head count while maintaining quality fills. Also responsible with working with the area manager to oversee branch manager duties. Duties to include taking care of clientele dissatisfaction, completing new clientele credit/profile setup, processing payroll on a weekly basis, approving orders to comply with workers compensation insurance to improve profitability.

- Designed and implemented a daily protocol that improved employee efficiency and improved profit margins.
- Performed on-site quality assurance visits to ensure employee safety and customer satisfaction
- Marketed to potential clientele to increase

customer base by sales calls and on-site visits.

- Experienced with collecting past due monies on delinquent accounts.
- Assisted in searching for candidates for professional executive search.
- Earned two models of excellence awards for surpassing sales goals.

EDUCATION

**Sandra Day O'Connor
High School**

High School Diploma

*San Antonio,
TX
Aug
1998 to May
2002*

MEMBERSHIPS

Member of San Antonio
Apartment Association.

SOFTWARE/SYSTEM SKILLS

- Proficient with Skilmatch, Bullhorn and Akken for applicant processing, payroll, staffing, and client development.
- Experienced with Microsoft Office to include MS Word, PowerPoint, and Excel.
- Proficient with Mac

OS X