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| pROFESSIONAL DEVELOPMENT |  | **Master of Arts, Software Development May 2017**  *SNHU Distance Learning,* New York, NY    **Bachelor of Arts, Business Administration & Sociology, May 2012**  *University of Vermont*, Burlington, VT |
| Professional Experience |  | **Recruiting Consultant** January 2012- Present  ING Staffing Solutions, New York, NY   * Recruited for an array of entry level to professional level positions including, software engineers, hospitality, finance, legal, and sales roles. * Responsible for sourcing applicable candidates through networking, university relations, and internet searches using Indeed, LinkedIn, and advanced Boolean techniques. * Built a solid pipeline of candidates by building rapport with non-profit organizations, community networks and word of mouth. * Conducted pre-interview phone screenings, 1st round interviews and assisted in, making final hiring decisions and negotiated offers for various entry level positions. * Responded to employee inquiries and ensured compliance with company policies and procedures acting as a candidate advocate. * Refreshed recruitment reports via Applicant Tracking System (UltiPro), (Taleo).  Brand Manager (Contract) January 2015-January 2016Coca-Cola, New York, NY  * Increased sales over 70% by launching Coca-Colas brand management campaign. * Effectively communicated and coordinated with merchandisers for execution of the * plan-o-grams after acquiring incremental space in big box retailers and supermarkets   throughout NYC.   * Built effective relationships with each store to develop superior customer * satisfaction. * Created and implemented POS with chosen vendors. * Established and maintained proper high traffic displays, resulting in increased sales. * Tracked consumer insight by reviewing sales metrics, conducting live retail audits, * and market share exceeding sales goals. * Provided feedback on competitor activities and best practices.   **Admissions Recruiter**September 2012-September 2013   * Increased enrollment revenue by screening, interviewing and recruiting students for * career based programs. * Identified prospective customers using lead generating methods and performing an * average of 100 cold calls per day. * Scheduled an average of 5 appointments daily. * Scheduled solid in person interviews with candidates to determine admission eligibility. * Exceeded weekly sales goals increasing applications, show rate, and retention. * Tracked salesforce metrics and kept an ethical adhering to SACS principles. * Built rapport and established credibility with students and the community to ensure |