

# Pratibha Dutta

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Greater Washington DC Area

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**Corporate Recruiter** at [Technical Resources International](#)  
*Bethesda, Maryland*

Oct 2019—Oct 2020  
*Industry: Scientific Staffing*

- Supporting full-life cycle recruitment including sourcing, selection and offer development, from the initial staff requisition to final appointment.
- Developing detailed understanding of all projects and functional departments, providing best practices recruitment strategy; established as a credible and trusted talent advisor to hiring managers.
- Creatively sourcing (actively and passively) high quality talent; developing creative strategies for hard to fill positions including (via direct sourcing and internet recruitment), leveraging industry networks; building a talent pipeline.
- Evaluating candidate skills and experiences to match core competencies with key hiring requirements; assess motivational and culture fit; provide constructive and thoughtful feedback to hiring managers for internal and external candidate reviews and recommendations.
- Managing the offer process for internal and external candidates, including pre-employment screening and offer analysis and development.
- Ensuring hiring is consistent with the business goals and following recruitment guidelines/processes to ensure compliance.
- Ensuring a positive hiring manager and candidate experience throughout the full recruitment life cycle
- Train hiring managers on Applicant Tracking Systems for efficient hiring decisions.
- Creating high quality video tutorials on various workflows for CareerBuilder.com for hiring managers.

**Human Resource Associate** at [Axle Informatics](#)  
*Rockville, Maryland*

March 2018—Sept 2019  
*Industry: Software Staffing*

- Recruiting interns for NIH
  - Understanding the intricacies of H1B and OPT of international candidates.
  - Full life cycle recruiting--creating job descriptions, sourcing, cold calling, prescreening, and interview scheduling. Documenting the process for each applicant via ATS.
  - Areas where interns got placed--Bioinformatics, Robotics, Marketing, Business Development, Accounting and Human Resources
  - Mentoring, organizing social events for interns as well as day-to-day welfare
- Recruiting full-time positions for NIH.
  - Focussed on cutting edge scientific and software based positions.
  - Understanding (niche) technical requirements.
  - Full life cycle recruiting:creating job descriptions, sourcing, cold calling, prescreening, interview scheduling and reference checks.
  - Understanding the intricacies of H1B, TN, L1,G4, J1, F1 and OPT of International candidates.
  - Candidates hired in software development, research and management
    - Java, JavaScript, NodeJS, AngularJS, Python, Sharepoint, UI/UX, D3JS, Developers; DevOps and Robotics Engineers Graphic Designer; Project, Program and IT managers.
  - Candidates hired in corporate and managerial
    - Accounting Assistant, Financial Analyst, Business Development Assistant, Technical Content Writer, Corporate Recruiter, HR Generalist, Contract Level Program Manager, Program Manager and Executive Assistants.
  - Candidates hired in research and scientific positions
    - Laboratory Associate, Confocal Microscopy Specialist, Biologist, Scientific System Analyst, Health Science Analyst, Statisticians and Staff scientist

**Human Resource Associate** at [Axle Informatics](#)  
*Rockville, Maryland*

May 2015—Oct 2016  
*Industry: Software Staffing*

- Recruiting national and international student interns
- Recruiting for various technical full time positions
- In charge of timesheets and payroll processing.
- Organizing happy hour, company social events.
- Administering benefits program.
- In charge of employee travel approval and reimbursement from the NIH.
- Mentoring Human Resources student interns.

**Volunteer** at [The Global Good Fund](#)  
*Arlington, Virginia*

May 2013—May 2014  
*Industry: Microlending*

- Developed employee handbook for U.S. employees. Recruited full-time and part-time employees. Written job descriptions, offer letters. Instituted onboarding processes for new employees.
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**Human Resource Executive** at **Promaps**  
*NOIDA, INDIA*

Nov 2011—Apr 2012  
*Industry: Manufacturing*

- Developed policies for recruiting, interviews, leaves. Authored employee handbook, performance management guidelines,
- Facilitated recruitment of 200 workers, engineers and general managers for a silver/zinc metallurgy plant in rural India.

**Human Resource Coordinator** at **Globaledge**  
*NOIDA, INDIA*

Feb 2011—Aug 2011  
*Industry: Real Estate*

- Full cycle recruiting (including reference checks) sales and marketing workforce--telesales executives and managers

**Recruitment Officer** at [Manpower Resource Center](#)  
*NOIDA, INDIA*

May 2010—July 2010  
*Industry: General Staffing*

- Recruiting for diverse set of positions, from staff engineers to CEOs and CTOs for verticals like textiles, business process outsourcing, banks to graphite electrode manufacturing

**Human Resource Intern** at [Reliance Retail Ltd.](#)  
*NOIDA, INDIA*

May 2010—July 2010  
*Industry: Retail Staffing*

- Part of team that set up recruiting processes for new retail locations in central India.

## TOOLS AND TECHNOLOGIES

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**Jobs Boards:** CareerBuilder-ATS, ICIMS-ATS, Corporate LinkedIn(for recruiters), Indeed, Dice

**Communication:** Skype For Business, Slack, Outlook/Office365, Zoom.

**Documentation:** Word/Office365, Powerpoint/Office365

**OS/Equipment:** Windows 10, Mac OS 10.13 (High Sierra).

**Video Recording:** [OBS](#), [Active Presenter](#)

## EDUCATION

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**Dual Degree: Marketing and Masters of Business Administration in Human Resource**  
**([Sikkim Manipal University](#)) and ([Indira Institute of Management](#))** *Pune, India*

May 2008—April 2010

**Bachelors in Science ([Jiwaji University](#))** *Gwalior, India*

July 2004 — April 2007

**Cadet at [National Cadet Corps \(NCC\)](#)** *Gwalior, India*

August 2004 — July 2007

- Indian army attachment camp at military hospital, army training camp at officers training academy, [Indian Republic Day](#) camp in year 2006.