

Patricia Alphonse

Sr. Technical Recruiter, HR Specialist

Las Vegas, NV - Email me on Indeed: [indeed.com/r/Patricia-Alphonse/80b21726b1957897](https://www.indeed.com/r/Patricia-Alphonse/80b21726b1957897)

15 years of experience and high performance in the talent acquisition field. Recruited and placed top talent in contract and FTE roles. Worked directly with SVP+ level executives on organizational design to deliver talent strategies. Seasoned communicator and facilitator, adept at working in highly matrixed environments. Strong orientation in sourcing and recruiting top talent.

Thrives in collaborative team environments. Has natural leadership and mentoring skills. Is seeking opportunity to work with leaders who instill a clear vision, are passionate about creating and developing winning teams.

Presently looking for an opportunity in the talent acquisition and recruiting field and am open to relocating to Phoenix, AZ or Portland, OR. I am open to either remote, contract or full time hire positions.

WORK EXPERIENCE

HR Manager

Aesthetic Dimensions Medical Group - Las Vegas, NV - January 2014 to Present

Senior Talent Acquisition Specialist (2010-Jan 2014)

EDUCATION MANAGEMENT CORPORATION (EDMC) - Pittsburgh, PA - January 2010 to January 2014

Responsibilities

EDMC is among the largest providers of post-secondary education in North America, with approximately 132,000 students as of October 2012. They are headquartered in Pittsburgh PA and support regional offices throughout North America. Hired as a senior technical recruiter, my primary responsibilities have been to source, recruit and place the best talent for various corporate functions.

Accomplishments

- 15+ years of experience in technical recruiting focusing on Software Engineers, Architects, Business Analysts, Systems Analysts, Systems Administrators, Project Managers, Java/J2EE Developers, .Net/C# Developers, Hyperion Developers, Database Engineers, Network Engineers etc.
- Consult with management team and functional leaders to define core competencies for selection requirements.
- Manage full life cycle recruiting process to include both pro-active and passive sourcing strategies, interviewing capabilities, management/candidate coordination, salary negotiations, relocation assistance, on boarding and updating of applicant tracking system.
- Recruit top-talent IT professionals utilizing internet search engines – Dice, Monster, Indeed, Career Builder, professional networking sites such as Linked In, BullHorn Reach, postings, referrals, networking and direct sourcing.
- Maintain effective communications with stakeholders; hiring managers, HR team and candidates during the interviewing/salary negotiations/hiring process to ensure smooth transitions throughout the entire process.
- Exceed expectations on talent management goals; time to post and fill, cost per fill
- Managed the campus recruiting program, represented EDMC on targeted college campuses for talent campus recruiting strategies.

Senior Technical Recruiter (2003-2008)

CONSULTING PROFESSIONAL RESOURCES (CPR) - Pittsburgh, PA - April 2003 to August 2009

Responsibilities

Position requires full life cycle recruiting expertise to satisfy customer requests for permanent and consulting staff placement. Successfully recruited IT Professionals using recruiting methods such as Job Boards, Network Groups, Referrals, University Websites, Job Fairs, etc.

- Responsible for driving recruiting process and facilitating the hiring of salaried, full-time, W-2, Corp to Corp technical, staff employees on a local and national level, with the ability to excel in a fast-paced, multi-task, team environment.
- Communicate with hiring managers to address their hiring needs, both for internal and external clients.
- Develop, create and write job descriptions.
- Conduct in-depth phone and face-to-face interviews. Work with third-party vendors to locate contract personnel on a corp. to corp. basis.
- Sourcing candidates utilizing various methodologies. Strong knowledge of various software, hardware applications and languages.
- Managing resumes and candidates to build a resume of a qualified candidate pool for future open requisitions.
- Placed over 50 contractors and 40 permanent employees within first three years of employment at clients such as PNC, UEC, FedEx, Eaton Cutler Hammer, USG Insurance, NREIS, Coventry Health Care, Fidelity Empower, Body Media, ANH Refractories, etc.
- Company awarded with 2005 Pittsburgh Business Times "Top 100 Fastest Growing" achievement honor with a 70% sales growth from 2005.

Senior Technical Recruiter

MICROBYTES INC. - Pittsburgh, PA - August 1998 to March 2003

Responsibilities

Senior level recruitment professional specializing in full life cycle of recruiting technical professionals primarily in Data Architecture, Database Management, Business Intelligence, Client-Server, J2EE, .NET, QA, HR and Financials, Project Management, Business Analysis, ERP, Network and Systems programming environments.

- Extensive experience in the full life cycle recruiting processes, from identifying, sourcing, interviewing, negotiating salary and hiring the most qualified candidates in the IT Industry.
- Evaluate the requirements, screen the right profiles and submit them to the Senior Managers.
- Coordinating with the technical team for scheduling technical interviews
- Reference checks and cross verification of candidate's credentials with previous companies.
- Sending offer-letters and employment agreements to hired candidates.
- Maintaining a systematic and comprehensive database of candidates based on skill set, experience etc.
- Leveraged language skills to conduct extensive candidate research utilizing multiple resources. Developed relationships with international partners in the Asia Pacific region and responsible for international recruiting efforts to meet market demand.

IT Recruiting Consultant

NORTHWEST SOFTWARE LLC - 1997 to 1998

Responsible for contract and direct hire recruiting for the IT industry.

- Interpreted and initiated the H-1 Visa process.
- Interview, screen, and test applicants to determine their skill set and individual characteristics to assess placement opportunities.
- Sourced candidates via; job boards, networking, referrals and cold calling.
- Worked with Business Development team to understand client needs and open positions.
- Conducted quality calls to consultants to ensure satisfaction is met on both ends.

- Leveraged language skills and knowledge to screen, recruit and hire qualified technical candidates from the Asia Pacific region for immediate placement. Managed an average of 150 technical consultants, third party vendors and subcontractor relationships.

EDUCATION

B.S. in Management and Marketing

University of Montana - Missoula, MT

SKILLS

Technical Recruiting, Applicant Tracking System, Human Resources, Interviews, Screening, Onboarding, Talent Acquisition,

ADDITIONAL INFORMATION

Core Competencies

Technical Recruiting
High Profile Communication
Stakeholder Management
Operational Excellence
Financial Analytics
Project Management