

# Karen Chapman

## Super Recruiter - Technical, Corporate, Talent Acquisition

Fort Washington, MD - Email me on Indeed: [indeed.com/r/Karen-Chapman/2836c813f562a2e6](https://www.indeed.com/r/Karen-Chapman/2836c813f562a2e6)

- Dynamic results-oriented individual with 15+ years of full lifecycle recruiting experience
- Possess strong technical/business acumen and understanding of requirements (technical and non-technical); deep sourcing skills to include passive candidates; excellent candidate assessment skills
- A resourceful, solution-focused professional with excellent interpersonal and rapport-building skills
- Motivated professional who achieves results on an individual level as well as in a team environment
- Experience with several applicant tracking systems (ATS) such as BrassRing, TALEO, iRecruitment, Kenexa, PeopleFluent and iCims.

### INDEPENDENT AND CONTRACT ROLES: Sr. Technical Recruiter/Staffing Manager

SimonComputing, Inc. - Alexandria, VA 09/15 - Present - Provides recruiting services and sourcing for Software Developers for DHS end customer. Assists with recruiting process flow and recruiting best practices.

Steel Point Solutions - Bowie, MD 11/14 - 03/15 - Provided recruiting services sourcing for TS/FS Poly cleared positions and training of recruiting assistants. Negotiated offers and closed the deal.

GES Network (client Federal Reserve Board) - Washington, DC - 11/14 - 02/15 - Full lifecycle recruiting for technical roles non cleared.

IT Coalition - Alexandria, VA - 07/14 - 11/14 - Recruited for technical roles requiring clearances and non technical roles nationwide.

Hirestrategy (client Ellucian) - Washington, DC - 07/12 - 01/13 - Full lifecycle recruiting for developer and technical director roles nationwide. Negotiated offers and closed the deal.

SOTEC Resources (clients Fannie Mae and SRA International) - Sterling, VA 07/07 - 6/08 - Recruited for non technical positions for Fannie Mae and technical positions for SRA.  
Authorized to work in the US for any employer

### WORK EXPERIENCE

#### Human Resources Manager

Steel Point Solutions, LLC - Bowie, MD - March 2015 to August 2015

Managed the staffing arm of Steel Point and creates and posts job descriptions for all external boards for recruitment of highly skilled technical and non-technical professionals

- Sourced candidates from traditional resume databases, networking, job fairs and through referrals to fill positions such as Software Developers/Engineers, Systems Developers/Engineers, Test Engineers, Technical Writers, System Administrators, Network Administrators/Engineers
- Conducted salary negotiations with potential employees and drafted offer letters, bonus agreements and coordinated background and reference checks on candidates
- Maintained SharePoint database of candidate pool and follows OFCCP guidelines
- Was the direct supervisor to eight (8) support staff
- Managed the transition from Paychex to ADP Workforcenow platform for our HRIS

- Planned, organized and managed human resources (HR) activities for the Company
- Oversaw the development, maintenance, and implementation of Company compliance including EEO/Affirmative Action plans and diversity outreach
- Served as the Benefits Administrator to include medical, dental, vision, 401k and other ancillary benefits

### **Sr. Technical Recruiter (Lead)**

Oakland Consulting - Lanham, MD - January 2013 to July 2014

- Full life cycle recruiting for ERP Consultants (SAP, PeopleSoft, ORACLE) for federal, public sector and commercial clients; as well as, .NET, Java and C# Developers; Network and Software Engineers.
- Maintained a window of 24-48 hour turnaround on candidate submittals
- Training and supervision of four (4) junior recruiters.
- Assigned open positions to recruiters to source and fill.
- Validated candidates' suitability for submitting to clients.
- Company trainer for proprietary Recruitment Information Management System (RIMS).
- Served as Account Manager on assigned client accounts.
- Utilized Dice, Monster, LinkedIn, Indeed, Bullhorn Reach and networking to source and search for candidates.

### **Sr. Technical Recruiter**

ALTEK Information Technology, Inc - Frederick, MD - March 2012 to June 2012

Served as a technical recruiter sourcing candidates with experience in Healthcare Information Technology to include Business Analysts, Network Engineers, System Engineers, Software Engineers, Data Analysts, Informatics Engineers and Program/Project Managers.

- Utilized various job boards and media such as Monster, CareerBuilder, Dice, LinkedIn, FaceBook and additional social networking sites to source candidates
- Presented pre-screened candidates within 48 hours as required by customer

### **Sr. Technical Recruiter & Trainer**

Coordinated process of hiring Corp - Alexandria, VA - April 2011 to March 2012

- Coordinated process of hiring Corp-to-Corp consultants and ensures supplier agreement is fully executed
- Entered candidate and supplier information in SharePoint database and maintains a manual record of all entries

Chenega Corporation - Alexandria, VA - 04/11 - 03/12

Sr. Technical Recruiter & Trainer

- Sourced candidates through various media such as Monster, Clearancejobs, Dice, LinkedIn, FaceBook and additional social networking media
- Implemented effective recruiting strategies in order to attract, screen, recruit, and select high quality candidates to include cleared individuals
- Sourcing of candidates for proposals, active requisitions and identified key personnel (cleared candidates up to TS/SCI w/POLY)
- Owned full life cycle recruiting process for positions locally and globally
- Conducted interviews utilizing behavioral based questions
- Negotiated salary and compensation packages
- Participated in strategy meetings with hiring managers for requisitions and proposals
- Played an integral role with the implementation of TALEO Applicant Tracking System; provided support and training to fellow recruiters and managers; was the go to person to document and discuss TALEO issues and concerns
- Conducted several training sessions on TALEO, LinkedIn and other social networking media to increase recruiting efforts

### **Sr. Technical Recruiter**

Globecomm Systems, Inc - Savage, MD - July 2010 to March 2011

- Recruited for positions domestic and international, cleared (up to Top Secret) and non-cleared (New York; Maryland; Virginia; Georgia; Washington, DC; Iraq and Afghanistan)
- Developed and implemented effective recruiting strategies in order to attract, screen, recruit and select high quality candidates to include cleared individuals
- Owned full lifecycle recruiting process and followed OFCCP and Affirmative Action guidelines
- Conducted interviews with hiring manager to learn more of their staffing needs
- Utilized behavioral based techniques when interviewing candidates
- Sourced candidates through various media such as Monster, CareerBuilder, Dice, LinkedIn, Face Book, Twitter and several additional sites
- Maintained applicant tracking through a manual process and charged with completing affirmative action reporting
- Developed Globecomm's New Hire Orientation presentation

### **Sr. Technical Recruiter (Staffing Advisor)**

National Rural Electric Cooperative Association (NRECA) - Arlington, VA - June 2008 to July 2010

- Owned full-life cycle recruiting process: interview, offer, negotiations, and closing candidates for all requisitions assigned
- Developed, drives and executes comprehensive search strategies to recruit senior and niche candidates in limited candidate spaces
- Successfully introduced video interviewing to recruiting process
- Maintained applicant tracking through a manual process utilizing MS Outlook and Excel
- Played an integral role with the implementation and design of the Oracle I-Recruitment module (NRECA's Applicant Tracking System); provided support and training to fellow recruiters
- Completed weekly, quarterly and annual reports (staffing, EEOC, VETS100)
- Responsible for mentoring and providing on-going training and support for junior recruiters
- Post and source on LinkedIn, CareerBuilder, Monster.com, DICE, ERE.net, and other Social Networking
- Served as the Coordinator of NRECA's internship program and Administrative Professionals Committee
- Charged with improving, coordinating and executing NRECA's Summer Internship Program 2009 (five interns) and 2010 (ten interns)
- Assisted with the revisions of the new hire orientation process and facilitates new hire orientation sessions

### **Staffing Consultant**

International City/County Management Association - Washington, DC - May 2005 to July 2007

- Served as an assistant to the Staffing Manager, trained, supported and mentored all new Staffing Consultants
- Worked with hiring managers and ICMA-RC Compensation staff to prepare and/or update job descriptions and determine appropriate compensation parameters for open positions
- Established and maintained solid working relationships with hiring managers and met with hiring managers to develop appropriate recruitment plan
- Effectively recruited candidates through Internet research, internal database, cold calling, referrals, networking, job fairs, and other strategies such as AIRS and military transitional programs
- Conducted nationwide recruiting for all field sales positions
- Utilized KENEXA as applicant tracking system and served as support and training contact for all recruiters
- Pre-screened and conducted initial interviews with all candidates and made recommendations to move candidates forward in interviewing process
- Negotiated salaries, sign-on bonuses, relocation packages, and agency conversion fees

## EDUCATION

### **Bachelors in Social Work**

Virginia Commonwealth University - Richmond, VA

## SKILLS

Customer Service (10+ years), Recruiting (10+ years), Negotiation (10+ years), Social Media (7 years), Consulting (7 years)

## LINKS

<http://www.linkedin.com/in/kcconnects66>