

**James D. Martin**  
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## EDUCATION

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### **INDIANA UNIVERSITY - PURDUE UNIVERSITY, INDIANAPOLIS**

#### **School of Engineering and Technology (Purdue University)**

B.S. in Organizational Leadership and Supervision with a certification in HR Management

Received Jan. 2016

### **VINCENNES UNIVERSITY**

#### **School of Social Work**

A.S. in Social Work and Behavioral Sciences

Received December 2010

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## PROFESSIONAL EXPERIENCE

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### **2020 U.S. Census Bureau**

**7/2019-Present**

#### **Census Field Manager (Promotion)**

- Facilitate training for all Census Field Supervisors in the Indianapolis zone.
- Manage Census Field Supervisors: Payroll, Performance, Attendance, and daily field activities.
- Manage all government issued laptops, cell phones, I.D.'s, and U.S. Census Data.
- Hire all CFS's and Release CFS's for Conduct issues.
- Provide on-going training for performance issues.

#### ***Recruiting Clerk (8-Week Position)***

**5/2019-7/2019**

- Create and manage calendar events for all Recruiting Clerks.
- Manage County Zones: Springfield, IL and Evansville, IN.
- Conduct interviews and hire enumerators for positions in various counties.
- Manage all Recruitment Associates and their daily field activities.
- Find events for Recruitment Associates and manage attendance.

### **Foundation of Truth Church**

**1/2013-Present**

#### ***Praise and Worship Leader***

- Create charts, tracks, playlists to be uploaded into the computer system for Sunday services.
- Lead the congregation into the presence of Praise and Worship
- Head of all performances, events, and drama plays for special services
- Create an atmosphere for the minister to freely transition into the word of God.

### **That's Good HR (Temporary Staffing Agency)**

**10/2016-5/2018**

#### ***Defenders & Community Health Network: Talent Attraction Specialist***

- Coordinate and conducted interviews for field service department.
- Complete all the paperwork needed to hire candidates and add them into ICIMS.
- Market and Post positions on different sites such as Zip Recruiter, Indeed, etc. and source for candidates.
- Assist in meetings/discussions regarding hiring, and the onboarding processes.

- Onboarding Process: Create list for onboarding and send out private onboarding/universal background check information.
- Meet with hired candidates one on one to complete I-9, background screenings and reference checks, work schedule documentation, and fingerprints, and assist in the completion of other sensitive documentation for all Community Health Network positions as assigned.
- Assist various departments on completing their candidate's applications, payroll deduction authorization, W-4 and WH-4 regarding Federal and State regulations.
- Create badges and close out candidates in the system for official hire on Office Commander.

### **State of Indiana (Internship)**

**2/2016-10/2016**

#### ***HR Recruiting Associate/ Talent Acquisition Division***

- Administrative Assistant to the Talent Acquisition Director.
- Utilize complex analytical functions to market the State Personnel Dept.
- Controlled all social media strategic plans increasing active hiring engagement by 68%.
- Coordinate and assist with telephone interviews, interview panels, remote Skype interviews and placement of candidates for all levels of staffing from both internal and external sources.
- Market State Personnel Department intern programs, Urban League, and IBE Job Fairs.
- Assist with finding the next Governor's Public Service Summer Interns, and H.S. interns.
- Create goal-oriented recommendations to senior level staff agencies on their recruitment consultations, and targeted professional groups through networking, internet databases, and created valuable relationships with each association.
- Monitor effectiveness of key sourcing tools while providing analytical reports on sourcing activity and results.

### **LOWE'S Corporate**

**5/2015-2/2016**

#### ***Call Center Representative***

- Documented and Filed personal information for complaints and reimbursed customers.
- Utilize communication skills to inform customers of product shipment times.
- Trained new hires on how to control the call and demonstrated multi-tasking and time management skills, with closure focus.
- Record keeping documentation and conduct for necessary follow-up activities on behalf of customers.

### **RADIO ONE**

**4/2014-4/2015**

#### ***Promotions, Organizational Manager Assistant (1-YEAR INTERNSHIP)***

- Achieved executive organizational planned goals and facilitated promotional opportunities.
- Provided scheduling for staff, station events, concerts, and special appearances.
- Developed data analysis research, collection, and data retention activities for presentations.

## **ACHIEVEMENTS**

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Purdue 2015 Honors Graduate from the School of Engineering and Technology • Phi Beta Sigma Fraternity Inc. Executive Board Member • Founder of IUPUI's inspirational group "Sounds with a Purpose" • DEAP Mentor • The Annual Student Government Pacemaker Paddle Award Recipient • The Recipient for VU's Blue and Gold Cord Award • Unlimited Horizons Scholarship Recipient

## **SKILLS**

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ICIMS/Taleo/PeopleSoft/Kronos Software • Office Commander Software • Microsoft Office • Data Analysis • Parliamentary Procedure • Interviewing/Screening and Hiring • E-Verify/Universal Background Checks, I-9, and Drug Screens • Scanning/Filing/Faxing/Record Keeping • HR Policies, Procedures, and Methodologies (FMLA, FLSA, Americans with Disabilities Act) • Event Planning / Employee Engagement • Organizational Strategic Planning and Development • Statistical Data Analytics and Research Presentations • ADDIE Training