

# Jaime E. Martinez

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## Summary of Qualifications

Energetic, self motivated, and goal-oriented individual with a proven track record of success. Outstanding communicating skills with strengths in finding the strong Software Engineers, effectively engaging and closing passive candidates, and building strong relationships.

## Education

Texas State University, San Marcos, TX

B.S. Biology with a Minor in Chemistry – Graduation date: May 2012

## Professional Experience

Google - Austin, TX

September 2013-Present

*Sourcer*

- Leveraged gHire (internal applicant tracking system), linkedin, facebook, github, stack overflow, and open web searching resources to source for well qualified Software Engineers for all distributed offices in the US, and for all product areas (i.e. Android, Cloud, Platforms, Chrome, etc.).
- Conduct thorough analysis of potential candidates on the phone to conclude if their qualifications meet all requirements for Google Software Engineer roles.
- Carefully manage the scheduling of all candidates in pipeline for technical phone interviews, and champion calls with Google Engineers.
- Actively engaged in multiple research projects to evolve our recruitment process, by launching studies to find the most effective communication techniques.
- Quickly adapted to multiple teams (4) and environments to help meet end goals.
- Provide feedback to candidates in pipeline with a fast turnaround time by being sure to connect with Google Engineers to input their feedback.

Performance metrics

- Quarterly breakdown to meeting OKR - Q4 2013: 50% | Q1 2014: 150% | Q2 2014: 166% | Q3 2014: 100% | Q4 2014: 71% | Q1 2015: (200% to date)
- Maintained a 90% or higher overall candidate experience for all candidates that interviewed on-site and either received an offer or did not.
- Hired 22 Software Engineers and counting.
- Top producer on team for Q1 2014

Aerotek – Houston, TX

August 2012-July 2013

*Technical & Non-Technical Recruiter*

- Cross-recruited through multiple divisions within the company, sourcing for high profile positions to low profile positions such as General Managers (GM), Mechanical Engineers (M.E.), computer designers/drafters, welders, inspectors, assemblers, etc.
- Conducted on average 7 face-to-face interviews with potential candidates, with a

- submittal of at least 4 to our respective clients each week.
- Performed a power point presentation at the University of Houston for the American Chemical Society to inform them, as well as acquire a new pool of candidates.
- Manage 20+ contract employees on a weekly basis
- Handled a minimum of 75 inbound and 60 outbound calls/week to fully qualify potential candidates.
- Administer performance counseling to contractors and handle disciplinary measures when needed.
- Negotiate compensation rates and other terms of employment with candidates

## **Organizations**

- Initiated member of Pi Kappa Phi 2008-2010
- Pre-med/Pre-dent Texas State club 2009-2010
- Volunteer at San Marcos food 2010
- Member of the Houston Sports and Social Club Winter 2013
- Round Rock flag football league Winter 2014