

## Joseph D. Poltor

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### Summary of Qualifications

Dynamic technology and management professional with expertise in Microsoft Power Platform, CRM systems, and process automation. Certified Scrum Master and Certified Scrum Product Owner skilled in Agile methodologies, software development, and cybersecurity. Accomplished leader with over 5 years managing teams of 5 to 22 employees and 10+ years in sales, recognized for driving measurable results and fostering individual and team growth.

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### Skills

- Technical Expertise: Microsoft Power Apps, Power Automate, CRM Systems, Process Automation.
  - Agile Methodologies: Certified Scrum Master (CSM), Certified Scrum Product Owner (CSPO).
  - Cybersecurity: CEH training, CompTIA Security+, ethical hacking principles, and vulnerability testing.
  - Leadership: Servant leadership, team management, strategic planning.
  - Process Improvement: Lean Six Sigma techniques, workflow automation.
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### Work History

#### Regional Talent Acquisition and Sales Manager

##### *Feb 2023 – Present*

- Designed and implemented Power App for sales tracking, team communication, and task management.
- Automated dynamic daily recruiter performance emails via Power Automate, improving accountability and efficiency.
- Supervised talent acquisition efforts across Northeast Ohio and Northwest Pennsylvania, achieving #1 ranking for three consecutive quarters.
- Trained and mentored a six-member team, fostering professional growth and a collaborative work environment.

#### Program Director / Head of Executive Talent Acquisitions

##### *Dec 2020 – Feb 2023*

- Liaison for the development of AFRISS 2.0 CRM system and the Aim High Application to enhance talent acquisition capabilities.
- Created Power Apps for sales tracking, selection course score management Commander's Action Line among others.
- Automated workflows with Power Automate, streamlining administrative processes.
- Directed policies and operations for a 22-member cross-agency team nationwide.

## **Executive Talent Acquisitions Specialist**

***Oct 2017 – Dec 2020***

- Consistently achieved top performance awards, including the Century Club Award and Commander's Catch Excellence Award (1<sup>st</sup> recruiter in nation to achieve annual quota).
- Excelled in persuasive communication, building strong rapport with decision-makers and applicants.

## **Talent Acquisitions Specialist**

***Sep 2014 – Oct 2017***

- Honored as Century Club Award winner and national Top NPS Recruiter.
- Mentored peers, fostering team collaboration and excelling in referral-based acquisitions.

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## **Education**

- M.S. in Psychology | Capella University – Graduation with Distinction
- B.S. in Real Estate Studies | Marylhurst University
- A.S. in Human Resource Management | Community College of the Air Force
- A.S. in Aviation Operations | Community College of the Air Force

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## **Certifications**

- Certified Ethical Hacker (C|EH) – Currently Pursuing
- Certified Scrum Master (CSM)
- Certified Scrum Product Owner (CSPO)
- CompTIA Security+
- Professional Manager
- IMPACT Sales System Certified

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## **Training**

- Advanced Leader Course (NCOA)
- Senior Leader Courses (SNCOA/SNCOLDC)
- Lean Six Sigma Green Belt