

SARA KONTALONIS

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PROFESSIONAL STATEMENT

An experienced Talent Acquisition Consultant with a proven track record of executive search and internal recruitment delivering tailored solutions to clients. My adaptive nature allows me to thrive across diverse industries and company sizes, consistently playing a unique role in positive organizational growth. Fueled by an entrepreneurial spirit, I am passionate about fostering win-win scenarios for both companies and candidates. A deep understanding of a client's business insures they make the right hire for sustainable mutual success.

CORE EXPERTISE

- Company Ethos Understanding
- Recruitment Marketing & Branding
- Talent Sourcing & Assessment
- Comprehensive Interviewing Process

PERSONAL SKILLS

- Relationship Builder
- Adaptable & Flexible
- Compassionate
- Active Listener

PROFESSIONAL EXPERIENCE

GROWTH TALENT SOLUTIONS

Owner 2024 - PRESENT FULL TIME, 2018 - 2023 PART TIME

- High-touch consultative recruitment and project management services for the SMB market.
- Successful engagements have included
 - Urgent placement for mediation firm's principal which was completed in seven days from initial engagement to successful hire
 - Placement of two critical time-sensitive roles for software technology company - a technical support engineer and a technical project manager - which constituted a 40% increase in team size; project managed local technology company's last-minute office closure and relocation.

MGO

Recruiter 5/2021 - 6/2023

- Developed a strong understanding of accounting and finance roles then recruited top-tier accounting professionals through my detail-oriented candidate management process that ensured strong candidate fits.
- Successfully recruited and placed skilled accountants, auditors, operational and technical positions.
- Implemented innovative sourcing strategies, resulting in a 20% reduction in time-to-fill positions.
- Established strong partnerships with hiring managers to understand talent needs and align recruiting efforts.

TMP WORLDWIDE, CHICAGO IL

EXECUTIVE RESOURCING DIVISION - Client Manager

10/1998 - 5/2001

- Key team member primarily focused on building new and managing existing in-depth relationships with clients.
- Selected by Division President to assist in Multiples Mid-Level Search Division, one of three original team members to grow business from zero to 2 million in sales the first year.
- Responsibilities included business development, networking within other divisions of TMP, design and development of print and Internet media, manage full life cycle of multiple search projects and manage team of recruiters and researchers.

TECHNOLOGY & TELECOMMUNICATIONS PRACTICE - Principal

7/1997 - 10/1998

- Worked with Managing Partner in Chicago office focusing on the start up of the Technology and Telecommunications Practice.
- Responsibilities included working with Managing Partner to identify and develop new clients formulating search strategies, identifying and interviewing qualified candidates, generally focusing on Technology and Telecommunications, Financial Services and Professional Services industries.

MCI TELECOMMUNICATION CORPORATION, CHICAGO IL.

Account Development Manager 8/1995 - 7/1997

- Managed Chicago downtown territory for MCI Business Markets. Offered customers the full communications solutions that included full portfolio MCI products and services (voice, data, conferencing services, software and wireless technologies) as well as partnering with outside equipment vendors and service providers.
- Responsibilities included winning over and maintaining customer base.
- Recognized as top sales associate in the Chicago branch, consecutive quarters in 1996.
- Ranked #1 in the country for meeting quarterly cross-selling solutions.

VOLUNTEER EXPERIENCE

SJK COACHING

High School and College Student Advisor

2014 - Present

- Assist with prep for summer jobs/internships
- Coached students on time management and networking skills, interview and resume prep

BRITISH INTERNATIONAL SCHOOL OF CHICAGO

Admissions Ambassador

8/2011 - 5/2018

- Primary responsibilities included: Recruitment and Project Management

EDUCATION

St. Norbert College, DePere, WI.
BA, COMMUNICATIONS, EMPHASIS IN MEDIA