

# Doug Kvamme

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## Summary

Self-motivated and results-driven Recruiter with experience in full-cycle talent acquisition and strategic business development. Adept at identifying key resources, profiling top talent, and building strong relationships with individuals for current and future searches. Effective time management and organizational skills with a focus on candidate experience and strong client relationships.

## Technical Skills

- HTML, CSS, JavaScript, Bootstrap, jQuery, AJAX, Node.js

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## PROFESSIONAL EXPERIENCE

**Nerdery**, Bloomington, MN

**2017 - Present**

### Talent Advocate

- Manage the full life-cycle recruiting process for technical and non-technical functions within the organization.
- Source, screen, qualify and assess candidates that are a technical and cultural match for Nerdery, extend and negotiate job offers in partnership with hiring managers.
- Organize and administer first-week orientation for all new hires, deliver onboarding presentations and liaise with internal teams to ensure the best possible experience for new employees.
- Sponsorship & regular attendance to local technology events to represent our company brand and build a pipeline of candidates for current or future positions at Nerdery.

**Robert Half Technology**, Minneapolis, MN

**2014 - 2017**

### Recruiting Manager

- Built an expansive network of passive IT candidates through cold calling, networking, name generation, and complex internet searches.
- Developed and grew a client base of hiring managers through outbound calling, user groups, networking events and successfully placed candidates that grew into management positions.
- Effectively sourced, screened and interviewed candidates to assess skill set, experience level and appropriate salary requirements.
- Submitted candidate profiles to hiring managers, coordinated and prepared both parties for interviews, established clear expectations for potential outcomes and secured acceptance of job offers upon extension.
- Achieved year over year production growth resulting in 18 placements in 2014, 26 placements in 2015 and 30 placements in 2016.

**WEX Inc**, Nashville, TN

**2011 - 2013**

### Account Executive

- Managed a mid-sized transportation market to identify prospective customers and generated new accounts by discovering underlying business problems, and unique requirements through the use of open-ended questions to uncover needs, wants and challenges.
- Developed comprehensive understanding of competitor's strengths/weaknesses, and leveraged the knowledge to differentiate and sell the value that our service provided.
- Achieved client base growth through consultative sales approach, and maintained relationships with existing clients to retain customer base and generate referrals.
- Recognized as top performer, exceeding 100% yearly quota, while earning five 100/100-club awards for highest monthly performance in the organization.

**Total Attorneys, Chicago, IL**

**2009 - 2011**

**Inside Sales Associate/Consumer Advocate**

- Identified, qualified and consulted with current affiliates to maximize growth potential and revenue returns through collaboration with affiliate management team members.
- Engaged in detailed negotiations concerning legal advertising and compliance standards, product definitions, contract terms and campaign strategy (email, SEO, PPC) to serve the interests of both a client base of affiliates and a distribution network of attorneys.
- Provided account management for attorneys with Virtual Law Office technology, and the delivery of innovative SaaS solutions.
- Excelled at both online and offline networking and lead qualification through meticulous research, cold calling, exhibiting at and attending industry trade shows.

**KRE Services, Chicago, IL**

**2005-2009**

**Broker Pricing Analyst**

- Provided Broker Pricing Opinions; by delivering property condition report of subject property, as well as a competitive market analysis that determines the current value of the property.
- Operated and controlled all functions of Real Estate Business, including license acquisition, continuing education, and broker sponsorship.
- Provided homeowners with loan modification options, and Cash for Keys when relocation is requested from the financial institution.

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**EDUCATION**

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**University of Minnesota, Minneapolis, MN**

**2020 - 2021**

Full Stack Web Development Bootcamp  
(In Progress)

**Bethel University, St. Paul, MN**

**2001 - 2005**

Business Marketing