

MARIE LEWIS

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EXPERIENCE

Udacity

Mountain View, CA

Recruiter

April 2019-present

- Highest performing recruiter, supporting multiple business units - Enterprise, Data, Marketing, Design, Content and G&A (2021: 28 hires to date, 2020: 65 hires, 2019: 47 hires)
- Successfully partnering with hiring managers, business leaders, Finance and HRBP's while typically managing 15-20 requisitions. (ATS: Lever, Greenhouse)
- Continuously improving recruiting practices, such as establishing structured interviewing to find not only the best predictive assessments but to also provide a great candidate experience.
- Leveraging new recruiting technologies, particularly in passive recruiting and consistently remaining up to date with industry trends through webinars, conferences and research.

Sourcer & Recruiting Coordinator

Jan 2018-April 2019

- Engaged passive talent for various roles within G&A, Marketing and Enterprise with detailed tracking of pass-through rates, offer acceptances, source of hire, etc.
- Developed strong relationships with hiring managers to determine position requirements and set expectations for successful candidate searches.
- Continuously identified opportunities to improve candidate experience throughout interview process, such as weaving student success stories and company values during office tours.

Kelly Services

San Mateo, CA

Recruiter

Oct 2016-March 2017

- Communicated directly with clients to take and fill orders, manage the order lifecycle, resolve problems, and develop further business through proactively marketing candidates.
- Managed the full-cycle recruitment process of temp & temp-to-hire placements by utilizing internal database, referrals and college partnerships (after 6 months, recognized as 2nd top performer in Northern CA).
- Maintained employee relations though not limited to: salary management, performance reviews, recognition and off-boarding.

BrightCurrent

Oakland, CA

HR Specialist

Nov 2014-March 2016

- Assisted in the full-cycle recruitment process of all sales positions within the company, while having to meet and exceed cost-per-hire expectations. Major source of hire: college job boards and college fairs.
- Managed all payroll activities, which included maintaining employee/payroll records, calculating bonuses/commissions for eligible employees, tracking promotions and processing terminations.
- Provided support to employees during on-boarding, answering general questions about new-hire paperwork, training and company policies.

Solar Sales Specialist

June 2014-Oct 2014

- Professionally represented leading solar brands in the US like SunRun and SunPower at major retailers and grassroots events, building customer rapport with a wide network of homeowners.
- Appointed team leader for the 49er's campaign, training BrightCurrent ambassadors on proven sales techniques for customer acquisition at the events.

EDUCATION

University of California Santa Barbara

Sept 2010 -

June 2014

- Bachelor of Arts in Global Studies

Certificates:

- San Francisco State University - Human Resource Management
Continuing
- AIRS - Professional Recruiter

Jan

2020