**LINDA T. VARGAS**

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8936 W. 31st Street Brookfield, IL. 60513 (630) 473-5028 [vargasfour@yahoo.com](mailto:vargasfour@yahoo.com)

www.linkedin.com/pub/linda-vargas/1/68b/337/

**RECRUITING/STAFFING HUMAN RESOURCES CORPORATE OUTREACH JOB PLACEMENT**

**PROFESSIONAL SUMMARY**

* Recruiting and staffing professional with strong human resources, corporate outreach and job placement experience
* Results-orientated individual with experience in staffing complex organizational models, conducting job search workshops and managing office operations; skilled in creating company partnerships, case management, supervision of staff and program development for large-scale organizations; excellent customer service and communication skills
* Skilled in working with people from diverse backgrounds; bi-lingual in English and Spanish; Microsoft Office Certified

**PROFESSIONAL EXPERIENCE**

**ALLIANCE REHAB**  **04-12** **to Present**

**STAFFING COORDINATOR**

* Accountabilities include managing all recruiting/staffing operations for 26 clinics throughout the State of Illinois; staffing assignments include all office personnel and Physical, Occupational, Respiratory and Speech Therapists
* Conduct daily conference calls and coordinate with Program Managers/Directors of Operations on maintaining stability over staffing needs; communicate with all therapists regarding work schedules
* Supervise on-boarding procedures for new employees including maintaining personnel files, state licenses and conducting criminal background checks; supervise and maintain budget/accounting procedures for office staff
* Conduct emergency staffing procedures on a daily basis
* Responsible for student placement at clinical internships offered by Alliance Rehab
* Manage Personal Time Off (PTO) requests including vacations, sick time and FMLA for therapists and office employees; manage daily accountabilities and staffing assignments during periods of absenteeism for a staff consisting of over 300 employees; assist in minimizing overtime and created overtime tracking system
* **Successful results:** Eliminated the use of contract employees previously used on a consistent basis for over six years; achieved this goal within the first year of employment by implementing strategic planning and staffing procedures

**NEW HORIZONS COMPUTER LEARNING CENTER 01-11 to 10-11**

**CAREER CONSULTANT** 04-11 to 10-11

* Conducted career development activities for Work Investment Act (WIA) students
* Attended job fairs and other outreach events to promote programs and recruit new students
* Customized training programs and hosted WIA orientations for incoming students
* Collaborated with WIA Case Managers in assisting students with attendance sheets and progress reports on a monthly basis; completed applications and other paperwork for individuals applying for WIA vouchers and letters of intent
* Advised students on updating academic schedules and class enrollment procedures
* **Successful results:** Earned *Employee of the Month Award* for exceeding sales/enrollment expectations, May 2011

**JOB PLACEMENT COORDINATOR / STUDENT SERVICES**  01-11 to 04-11

* Accountabilities included job placement, corporate outreach and maintenance of the student database; student database provided continuous and updated statistics regarding training programs and job placements in the Information Technology, Medical Billing & Coding and Program Management fields
* Conducted assessment of students in order to provide quality job placement; presented resume development, soft skills and social media workshops
* Produced and maintained reports to meet program/project compliance requirements
* **Successful results:** Developed and maintained strong business collaborations and partnerships with the Center

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**CEDA 2003 to 2010**

**LOW INCOME HOUSING ENERGY ASSISTANCE PROGRAM (LIHEAP)** 2009 to 2010

**FIELD COORDINATOR**

* Supervised 12 employees; submitted monthly reports to Energy Director on programs, office structure, policies and procedures; created employee schedules and resolved customer complaints;; authorized by the State of Illinois to access all LIHEAP sites
* Conducted outreach and customer service workshops for employees; planned events and implemented community relations activities for over 40 suburban cities
* **Successful results**: Elevated community services, collaborations and partnerships through remarketing initiatives and clearly communicating product offerings to other outreach organizations

**TEEN PARENT LEAD CASE MANAGER** 2005 to 2009

* Supervised two employees; responsible for allocation, tracking and disbursement of support services; submitted monthly budget and billing reports to State of Illinois; liaison to Department of Human Services
* Case Management accountability to pregnant and parenting teens in over 40 suburban Cook County zip codes
* Developed and monitored an effective intake process for teen parents in need of services; conducted parenting classes and successfully met outcome goals each year
* Received authorization from State of Illinois to access information regarding medical, food stamp and TANF recipients
* **Successful results:** Designed productive and effective outreach strategies focusing on networking and building relationships with local schools

**WORK INVESTMENT ACT (WIA) COORDINATOR** 2003 to 2005

* Supervised four employees and conducted job readiness, soft skills and resume workshops; assisted clients in obtaining on the job training in the desired field of employment; conducted job development/job placement activities
* Determined eligibility of clients; managed summer youth initiatives and conducted on-site auditing of files
* **Successful results:** Participated in several community coalitions to facilitate sound funding decisions regarding community development and resources

**TRANSFORCE 2000 to 2003**

**ADMINISTRATIVE RECRUITER**

* Interviewed and conducted job placement for CDL truck drivers; managed planning activities for recruiting events
* Managed office operations and scheduling; responsible for weekly entry of temporary employee/payroll information

**SOLUTIONS STAFFING 1999 to 2000**

**BRANCH MANAGER**

* Managed office operations consisting of three Recruiters; conducted the interview process with potential employees including facilating drug testing, clerical testing and background checks
* Developed and maintained accounts with businesses for placement of clients; placed candidates in manufacturing and clerical positions; created proposals, extended job offers and conducted salary negotiation

**EDUCATION & CERTIFICATIONS**

* Roosevelt University, Bachelor of General Science & Psychology, expected graduation, Spring 2014
* Notre Dame, Certificate, Non-Profit Leadership Program, Cicero, IL. 2010
* Triton College, Microsoft Office Certification, River Grove, IL. 2004

**VOLUNTEER EXPERIENCE**

* Christian Life Center, Children’s Vacation Bible School, Lesson Leader, 2012
* San Jose Obrero Mission, Feed the Homeless, assisted with fund raising activities, 2008 to 2011
* St. Mary of Czestochowa, Parent Coordinator and Event Organizer, 2007 to 2008