

HR RECRUITER (TEMPORARY/PART-TIME POSITION)

Summary

Leadership Customer Service Administrative Technical Office Manager Supported 11 Sales District Contact for 120 Sales Efficient in Word, Excel, Eli Lilly and Company Managers Representatives Powerpoint Eli Lilly and Company Eli Lilly and Company Supervise, train, coach Answer multi-line telephone Take messages; route calls Microsoft Suite Strategic planning Effective negotiations Manage calendars Visio, Lotus notes Budgeting Contract negotiations Ten-key, type, create reports Access, Outlook Interview Days/Recruiting Vendor/business relations District Meeting organization Adobe Acrobat Compliance monitoring Ensure customer satisfaction Database management Marlin Communication Mentor to Administrative Liaison for 2 VIP physicians Regional and National Sales SMART Boards Assistant Peers negotiating calendars for Meetings Coordinator Vendor Exhibit Scheduling, Create office practices and speaking engagements across Set-Up and Arranging training programs the United States Manpower Employee Activity Member Diabetes Day Employee Resignations, Juvenile Diabetes Walk Confidential Pharmaceutical Updates Communications and Disciplinary Actions

Highlights

- Staffing and recruiting professional
- Interviewing expertise
- Microsoft Office proficiency
- Meticulous attention to detail
- Results-oriented
- Self-directed
- Time management
- Professional and mature
- Strong problem solver
- Resourceful
- Dedicated team player

Experience

HR Recruiter (Temporary/Part-time Position) 08/2014 to Current Performance Food Group Salem, OR

- Recruit for Two Men and A Truck: Assistant Operations Move Manager, Movers, Drivers and Customer Service Representatives using Indeed, Craigslist, LinkedIn and other methods to attract candidates Schedule phone interviews
- Deciding on proceeding with candidate or passing
- Interview Candidate: Does this candidate fit the criteria of our job description and would they be able to succeed on the job I am hiring for.
- Will this candidate be long term or short term
- Conduct background checks using Intellicorp, contact references as needed and arrange drug screening Goal: Hire the candidates that will contribute to the success of the company as well as their own success Participate in Career Fairs, College Recruitment events and other media means to attract candidates.
- Addressed inquiries from employees and management regarding new-hire activity and ongoing employee relation issues.
- Worked with HR advisors and HR representatives on establishing consistent hiring practices.

Administrative Assistant 03/2006 to 06/2010 Crst International Botkins, OH

- Provided administrative support for Director of LDS; Managers of Product Development, Design Assurance, Clinical Nurse Specialists, and Technicians for the Cardiovascular (CV) and Cardiac Rhythm Management (CRM).
- Achieved and maintained 100% compliance of BSCI Company vision, goals and objectives in relation to FDA audits.
- Attended Administrative Assistants' meetings providing best practices from one division with the other.
- Scheduled full-day Quarterly Lead Delivery Systems business meetings for 50 employees; researched/contracted with meeting location, negotiated pricing, verified logistics such as audiovisual needs, menus and room requirements.
- Managed details for in-house staff, core team and product meetings, luncheons, travel arrangements, preparation of expense reports and calendars; provided agenda and logistics to team members.
- Verified Visa purchases, expenditures, allocating to the appropriate cost centers on a monthly basis.
- Reviewed databases and recommended changes for inactive vendors to purchasing and supply quality engineers.
- Member of Employee Activities Committee providing activities such as Wild hockey games, Twins ball games, State Fair day to all employees of BSCI, Maple Grove, Plymouth, and Arden Hills.

Executive Administrative Assistant 05/2004 to 03/2006 Lucidchart Raleigh, NC

- Supported Vice Presidents, Directors and Managers for Operations, Quality, Finance, HR and IT divisions Organized quarterly Cardiology production meetings for 130 employees; informed production team members, supervisors and managers of achieved quotas, future build requirements of current products and future products.
- Acted as relief receptionist for cardiac rhythm management, atrial fibrillation, cardiovascular and neuromodulation, divisions covering incoming/outgoing communication using the Marlin switchboard system Coordinated interview schedule for human resources by keeping the interviewees on schedule; provided training for new hire orientation; and miscellaneous support as requested.

Office Manager 01/1983 to 01/2004 Sue Gerard Eli Lilly And Company

- Supported 11 District Managers and 120 Sales Representatives (Training, Interviewing, Recruiting, Resignations, Benefit Programs, Company direction and policies, Administrative Support) Participate in debriefing meetings with managers, HR managers and other staff deciding which candidates interviewed would be the best for the company Analyzed Budgets; Worked with and supported 2 National Psychologists speakers for the United States; Negotiated contracts with vendors; Attended National, Regional and District Meetings as liaison for Sales Teams;

Education

BS : Human Resource Management Psychology 10 2011 Northwestern College City , State Human Resource Management Psychology Skills

Administrative, Administrative Support, Budgets, contracts, CRM, Customer Service, databases, Delivery, Product Development, direction, Drivers, Finance, hiring human resources, HR, logistics, Director, Maple, Meetings, policies, pricing, purchasing, Quality, receptionist, Recruiting, Recruitment, Sales, switchboard, phone, travel arrangements, vision