TALENT ACQUISITION MANAGER

Summary

Highly accomplished in establishing, building and directing talent acquisition teams, employee engagement and developing efficient recruiting strategic plans for a strong ongoing pipeline

Accomplishments

- Established Recruiting program/processes, built and developed high performing teams.
- Reduced the time to fill ratio from 2 months to 3 weeks, increasing efficiency in hiring.
- Created and launched Employee Referral Program, Internship Program and Skills Management Program.
- Reduced the expenses by half million dollars by eliminating staffing agencies.
- Created and customized Data to collect relevant metric
- Demonstrated core competencies, broad-based strengths, and accomplishments in: Talent Acquisition Data/Metric Tracking Agile Methodology Human Capital Management Recruiting Collateral Recruiting Strategies Process Improvement Proposal Recruiting Employee/Client Engagement Social Media Recruiting Creative Sourcing Incumbent Captures Resource Management Hiring Practices Organizational Development.

Experience

Talent Acquisition Manager Jun 2009 to Current
Trinity Solar ï¼ Pawtucket , RI

- Responsible to Build the recruiting department from ground up and successfully manage a high performing team of 3 recruiters, focusing on quality, efficiency of hire, averaging 10-15 hires per month, averaging 85% filled less than 3 weeks, Top performing team for 7 years in a row, Manage and support 45 + requirements at any given time.
- Hires: 350 plus.
- Recipient of On the Spot Award for excellent performance.
- Established a recruiting process to support fill positions in 3 weeks, incorporating proactive pipeline strategies, which eliminated external staffing agencies.
- Successfully designed and delivered technical and behavioral training for Hiring Managers.
- Designed and launched the Employee Referral Tracking Program in the internal applicant tracking system.
- Designed, Created and launched the REI Internship Program.
- Lead for development, documentation, and implementation of customization of our internal Sharepoint Applicant Tracking system.
- Solely responsible for providing proposal support for the staffing/HR section of the proposal and incumbent captures.
- Designed and implemented passive recruiting strategies (LinkedIn 3500+ connections), social media marketing for REI using LinkedIn and Facebook.
- Successful in training recruiting team in technologies such as ASP.Net, Salesforce, Java, FullStack, IT Security, AWS, Architecture, Program Management, Business Analysis and hiring for cross-functional/T-shaped teams Results: Empowered the team members to achieve highest success.
- The time to fill was reduced from 2 months to 3 weeks with 5 average offers per week.
- Program/Project Management(Non-Technical)- Lead, manage and create recruiting strategy, budget and processes, scope, charter and schedule, process improvement plans for the recruiting team to incorporate the practices of our existing clients and future captures; while supporting the Human Capital Program's goal of recruiting and retention.
- Managing the project of acquiring a new HRMS/HRIS system.
- Working as the Product Owner of a new Employee Performance Management system built using SharePoint and Agile Methodology.
- Identifying and implementing improvements in learning and development programs, creating new talent/career development programs and tracks, best practices and programs to connect employees with business goals by conducting frequent employee check-ins, conducting workforce skill gap analysis and creating a skills management program.
- Presenting monthly data/metric to the Executive team.
- Working with the communication team to print and create communication for recruiting collateral, marketing posters, conference handouts, employee culture book, candidate brochure.
- Continuously seek out new and alternative means to source creatively and research on different measures to be used to quantify recruiting strategies and their effect on the candidate pipeline/offers.
- Strategize, Organize, Plan, Promote and Conduct Events - College Fairs, Recruiting presentation for training partners, Tech Conferences, Interview day, technical meetups/forums and additional employee engagement activities.
- Determine and analyze requirements from business and technical stand point and serve as a liaison between project teams and the recruiting team.
- Create transparency within recruiting needs that support Open Government, Health Systems, Science and technology, Department of Justice, OPIC, Department of Treasury.
- Continuously assign elements of implementation to various departments/Business Units and monitor progress against plans and report progress to all stakeholders and Executives; create reports , processes and policies and take corrective action, as appropriate.

Sr. Technical Recruiter Dec 2006 to Jun 2009
Arrow Electronics Inc, ï¼ Wyoming , WY

- This company is a minority owned and 8(a) certified technology consulting and software development firm that helps Global 2000 clients plan their investment in technology, design and implement projects that drive competitive advantage, and manage critical applications to improve business performance.

- Working with this company gave me good exposure to all aspects of the recruitment life cycle.
- Results: Hires: 70 hires (mix of permanent fulltime, contract to hire and contract only for the clients and in-house), Revenue Generated: close to $3 Million in 2008, ongoing monthly revenue of $300,000.
- Perform full life cycle recruiting that includes sourcing, interviewing, qualifying, negotiating, and placement of Technical Consultants for Washington DC Metropolitan contract/contract-to-hire positions.
- Develop and implement effective recruiting strategies in order to attract, screen, recruit, and select high quality candidates.
- Drive the hiring process in a high-volume / time-sensitive environment, working directly with hiring managers for all clients.
- Perform sourcing and recruitment within a variety of labor categories including Salaried and Hourly Consultant Employees, Independent Contractors, Subcontractors, and Permanent Employees.
- Enter the requirements from the client in the CRM (Cbiz) and manage a team of 6 recruiters (Direct Reports) for fulfilling those requirements.
- Responsible for mentoring and providing on-going training and support for new recruiters and serve as a resource for learning and navigating technical policies and procedures.
- Conduct in depth interviews with candidates both in-house and by telephone to determine skills, knowledge, interest, market value, and availability.
- Post the requirements on the job boards.
- Perform technical interviews to check the candidate's skills.
- These include interviewing the candidates such as QA, BA, DBA, Developers (Java/J2EE, .Net, Informatica, Mainframe), Architects and Project Managers.
- Pre-screen the candidates based on communication skills, behavior and technical skills.
- Set up interviews; perform reference checks/background checks for the candidates.
- Negotiate salary with the consultants with various tax terms for example W2, 1099 and hourly W2 without benefits.
- Manage the internal database of more than 22,000 resources.
- Get the legal documents signed from the companies before the candidate starts on the project.
- Clients include Carefirst - Blue Cross Blue Shield, Genworth Financials, Verizon Business, World Bank.

Technical Recruiter Jun 2006 to Dec 2006
Sirius Xm ï¼ Remote - New Jersey , NJ

- Worked as a Technical recruiter for this small minority owned Consulting and Placement firm.
- Results: Within 2 months of hiring, I introduced them to their now biggest client.
- Solely responsible for all aspects of Technical Recruiting.
- Searched for candidates on various Internet based tools and applications such as dice, monster and CareerBuilder.
- Submitted 3-4 resumes for each job requirement with an average submission rate of 10 resumes a day.
- Responsible for training two new employees, teaching them to communicate with the candidates.
- Responsible for requirements from mid-sized as well as big companies.
- Hired candidates on a fulltime, contract and subcontract terms (3 placements).

Web Designer Apr 2004 to Jun 2006
Bed Bath & Beyond ï¼ Fargo , ND

- Analyzed business requirements and functional specification documents for writing test cases.
- Responsible for creating and updating the client support website with knowledgebase articles and content changes for our internal and outsource partners using HTML, CSS, and ASP.Net.
- Extensively performed black box testing on the applications and limited white box testing on specific modules.
- Monitor defect-tracking process, troubleshoot and generate customized graphs and reports.
- Wrote intuitive test cases/scenarios for functional, usability, browser compatibility, data, and regression testing.
- Performed manual testing on the application and also performed User Acceptance Testing.
- Extensively performed Browser Compatibility tests on the Application modules using various browsers.
- Involved in checking security privileges, regression and integration testing of the application.
- Performed functional testing and regression testing using WinRunner.

Education
B.S , Electronics Engineering 2001 Yashwantrao Chavan University of Nagpur Electronics Engineering
Certified Internet Recruiter (AIRS certified) *Project Leadership: Building High-Performance Teams (Learning Tree) *SOAR Inner Growth Leads to Outer Growth (12 month training by Chalmers Brothers) *Performance Based Hiring (Lou Adler)
Skills
.Net, ASP.Net, Agile, BA, benefits, book, brochure, browsers, budget, Business Analysis, communication skills, competitive, Conferences, Consultant, Consulting, content, CRM, CSS, client, Clients, client support, DBA, database, DC, documentation, Financials, full life cycle, functional, Government, graphs, Hiring, HRIS, HTML, HR, Informatica, J2EE, Java, legal documents, Mainframe, Managing, marketing, market, mentoring, SharePoint, 2000, negotiating, Performance Management, policies, posters, Presenting, processes, process improvement, Program Management, progress, Project Management, Project Leadership, proposal, quality, QA, Recruiting, recruitment, Recruiter, requirement, research, software development, specification, staffing, strategy, tax, teaching, telephone, Treasury, troubleshoot, website, WinRunner, articles