

Mahogany (Moe) Holder

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CAREER OBJECTIVE

Aspiring software developer eager to embark on a dynamic internship opportunity to gain hands-on experience in software development, contribute to innovative projects, and further develop my skills in coding, designing, and technical skills. I am dedicated to leveraging my academic foundation in Human Resources, Business Administration, and Computer Programming to support the team's goals and initiatives.

EDUCATION

AAS Computer Programming (GPA 4.0)
Atlanta Technical College (Dec 2024)

MBA Concentration in Human Resource Management (GPA 3.85)
North Carolina A&T State University (Dec 2017)

SKILL SUMMARY

- | | | |
|----------------------|----------|------------------------------|
| • Microsoft Power BI | • ICIMS | • Microsoft Office Suite |
| • Tableau | • Python | • Data Structures/Algorithms |
| • Amazon Quicksight | • C++ | • Salesforce |

PROFESSIONAL EXPERIENCE

AMAZON WEB SERVICES

Full Life Cycle Recruiter

Marietta, GA (Remote)

January 2022 – April 2023

- Facilitated full-cycle recruitment in 10+ states across 4 different business lines with roles comprised of Engineers, IT Support, Logistics Specialist and Physical Security.
- Operated in a high-volume environment managing 35-40 job requisitions, averaging 15 hires per month
- Developed and maintained internal wiki pages, serving as a centralized knowledge repository for recruiters and operations managers, streamlining information and enhancing team collaboration.
- Developed and executed unique sourcing strategies to attract candidates and maintain a steady pipeline of candidates for hard to fill roles within the business
- Created weekly detailed metric reports to provide hiring managers updates on funnel health such as candidate pools, resume reviews, interviews scheduled, offer accepts and candidate start dates
- Analyzed key metrics to discover trends and areas of opportunity to develop short- and long-term goals

AMAZON

Recruiting Coordinator/ Community Engagement Lead

Virginia Beach, VA (Hybrid)

October 2020 – January 2022

- Partnered with Sr. Staffing Manager to launch the first Amazon Career Center for recruitment in the state of Virginia that hired 10,000+ candidates and reduced rental venue from \$10,000 a month to \$3,000 a month.
- Manages day-to-day operations at New Hire Events to meet the weekly labor demands of 19 buildings
- Oversaw a team of 6 staffing administrators, analyzed market trends and reported diversity hiring
- Collaborated with 30+ community organizations to leverage grassroots sourcing to fill site labor orders
- Participated in 50+ onsite and virtual hiring events utilizing (Zoom, Chime, Microsoft teams)
- Launched a regional digital newsletter to increase shared knowledge on best practices and inform the region of each node latest news (launches, openings, metrics, and policy updates)
- Utilized a community engagement case management system to track and manage meetings, attendance, attrition, open and closed events
- Managed accommodation tickets, i9 work authorization defects and candidate escalation cases

AMAZON

Human Resources Generalist

Chester, VA

March 2018 – October 2020

- Created a successful Onboarding tool used to reduce the acclimation time of 400 new hires to the site
- Designed and launched a 4-week series for over 60 supervisors to improved leadership, engagement and self-development
- Analyzed site performance metrics, created and communicated action plans to operations
- Partnered with the operations manager to restructure site promotion process including timelines, rankings, development plans, and promotions to ensure a seamless movement into future roles
- Partnered with Finance/Senior Leadership team to develop staffing plans that align with regional goals

RELEVANT COURSEWORK

- Introduction to Computer Literacy
- Computer Concepts
- Program Logic and Design
- C++ Programming

CERTIFICATIONS & AWARDS

- Women in Technology (WIT)
- Presented Amazon Employee Spotlight Award during Early Career Talent Conference (May 2022)
- Presented Amazon Leadership Principle Award for the region (July 2021)
- Presented Amazon Elevation Award from JAX3 HR Team (September 2019)
- Recruitment Analytics (**AIHR**) (July 2022)
- B1 **Intermediate Spanish** proficiency - Maximo Nivel (June 2022)
- Certified HR Reporting Specialist (**AIHR**) (March 2022)
- Professional Human Resource (**PHR**) (April 2019)
- Society of Human Resource Management (**SHRM**) (July 2019)