MELISSA KAHL

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PROFESSIONAL SUMMARY

Senior Technical Recruiter with 15+ years of experience in corporate recruiting and staffing. Specialized in placing Information Technology professionals in a variety of technical and functional roles across different industries. Takes pride in building strong relationships with candidates, hiring managers, and business partners, to understand their needs, expectations, and goals. Uses behavioral interviewing techniques, technical knowledge, and IT resources to source, interview, and qualify candidates. Gathers and documents business and technical requirements, timelines, budgets, and other details, to ensure the best match for current roles and future growth. Effectively promotes companies and opportunities. Constantly learns about emerging technologies and trends. Passionate about Diversity, Equity, Inclusion, and Belonging. Enjoys meeting new people and connecting professionals with amazing career opportunities!

TECHNICAL RECRUITING EXPERIENCE

SENIOR TECHNICAL RECRUITER
PEOPLEREADY (TRUEBLUE), Tacoma, WA *(Remote), Sept 2021-July 2023*

- Recruited Information Technology professionals for a variety of technical and functional positions.
- Sourced active & passive candidates via LinkedIn, job boards, referrals, networking, and other sources.
- Conducted interviews & created a pipeline of qualified candidates. Promoted company & opportunities.
- Utilized behavioral interviewing techniques, technical knowledge, & IT resources to qualify candidates.
- Customized job descriptions & postings. Built relationships with candidates, internal leaders & staff.
- Met with Senior Leaders to evaluate needs and ensure best match for skill set, culture, and environment.
- Gathered & documented job details, business requirements, technical requirements, timeline, budget, etc.
- Developed and executed sourcing and screening strategies. Researched various technologies.
- Provided guidance to the hiring team regarding market availability and pay ranges for specific skillsets.
- Presented offers & conducted salary negotiation. Collaborated with HR, Comp, Benefits & Onboarding.
- Assisted with Diversity, Equity, & Inclusion (DE&I) efforts. Active Employee Resource Group member.
- Hired Engineers/Developers/Architects for ML/AI/DS, Data/MDM, Cloud/AWS, Software/Applications, Web/Mobile Apps, Java/.NET, ETL/ELT, BI/Analytics, Cyber Security, Infrastructure, Network, Systems, Servers, Storage, IAM, Desktop, etc. Hired Product Managers/Owners, Project Managers, Scrum Masters, IT Directors & IT Managers.

SENIOR TECHNICAL RECRUITER
VITAL TECH SOLUTIONS (F/K/A WESTBE), Frankenmuth, MI *(Remote), Sept 2015-July 2021*

- Recruited Information Technology professionals for a variety of technical and functional positions.
- Sourced active and passive candidates via LinkedIn, job boards, referrals, networking, & other sources.
- Conducted interviews & created a pipeline of qualified candidates. Promoted companies & opportunities.
- Utilized behavioral interviewing techniques, technical knowledge, and IT resources to qualify candidates.
- Met with Senior Leaders to evaluate needs and ensure a match for skill set, culture, and environment.
- Gathered & documented job details, business requirements, technical requirements, timeline, budget, etc.
- Researched technologies and organizations. Developed and executed sourcing & screening strategies.
- Provided guidance to the team regarding market availability, pay rates & bill rates for specific skillsets.
- Presented offers for contract employment, permanent employment, and corp-to-corp engagements.
- Developed content for job descriptions, postings, onboarding, workflows, SOPs, SOWs, etc.
- Facilitated collaboration with staffing partners. Represented the company at professional/networking events.
- Hired Engineers/Developers/Architects for Software/Applications, Web & Mobile Apps, Guidewire, BI/ETL/DW, Servers, Cloud, Security, etc. Also hired Project Managers, Scrum Masters, Business Analysts & Systems Analysts.

SENIOR TECHNICAL RECRUITER
EXCELION PARTNERS (F/K/A EDCI IT SERVICES), Appleton, WI *(Remote), Sept 2011-Sept 2015*

- Recruited Information Technology professionals for a variety of technical and functional positions.
- Sourced active and passive candidates via LinkedIn, job boards, referrals, networking, and other sources.
- Conducted interviews and created pipeline of qualified candidates. Promoted companies and opportunities.
- Utilized behavioral interviewing techniques, technical knowledge, and IT resources to qualify candidates.
- Met with Senior Leaders to evaluate needs and ensure a match for skill set, culture, and environment.
- Gathered and documented job details, business and technical requirements, timelines, budgets, etc.
- Researched technologies and organizations. Developed and executed sourcing and screening strategies.
- Provided guidance to the team regarding market availability, pay rates and bill rates for specific skillsets.
- Developed content for job descriptions, job postings, SOPs, etc. Presented offers and negotiated salaries.
- Facilitated collaboration with staffing partners. Represented company at professional/networking events.
- Hired Engineers/Developers/Architects for Software/Applications, Web & Mobile Apps, Guidewire, Informatica, BI/ETL/DW, Servers, Cloud, Security, QA, etc. Also hired Project Managers, Business Analysts, Systems Analysts.

TECHNICAL RECRUITER
OSHKOSH DEFENSE, Oshkosh, WI, *May 2010-Sept 2011*

- Recruited for Information Technology/Systems, Engineering Systems, Project Management, and other roles.
- Sourced active and passive candidates via LinkedIn, job boards, referrals, networking, and other sources.
- Conducted interviews and created a pipeline of qualified candidates. Promoted company and opportunities.
- Used behavioral interviewing techniques, technical knowledge, & IT resources to qualify candidates.
- Met with Senior Leaders to evaluate needs and ensure a match for skill set, culture, and environment.
- Gathered and documented job details, business and technical requirements, timelines, budgets, etc.
- Developed content for job descriptions, job postings, workflows, SOPs, compensation analysis, etc.
- Researched technologies & engineering systems. Developed and executed sourcing & screening strategies.
- Provided guidance to the team regarding market availability and pay rates for specific skillsets.
- Presented offers for employment. Assisted candidates with negotiation of salary, benefits, relocation, etc.
- Joined professional groups and niche IT groups to increase visibility. Assisted with college recruiting.
- Collaborated with staffing partners. Assisted with Diversity, Equity, and Inclusion (DE&I) efforts.

EDUCATION

BACHELOR'S DEGREE: UNIVERSITY OF WISCONSIN – MADISON
Psychology, Major GPA: 3.4/4.0