

Michael R. Ramirez

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STATEMENT OF INTENT

Experienced technical recruiter, living in Portland, looking to further my skill set and relationship building expertise while successfully achieving company deliverables.

WORK EXPERIENCE

Technical Recruiter/ Recruiting Operations (Remote)

January 2017 - Present

Radius Intelligence (San Francisco, CA)

- Recruiting specialist in outbound messaging and phone screening across all departments: R&D, Sales, and Business Administration
- Built and improved Candidate Tracking Sheets for Radius' Recruiting Team using Google Sheets - tracking their full cycle and individual performance in a weekly, cumulative, and quarterly time frame
- Created Wiki Page using Google Sites that stores all resources needed for the Recruiting Team
- Delivering a Heat Map document that will enable Recruiting Team to look up different companies' bio, tech stack, and status in one spreadsheet to efficiently source for new talent

Technical Recruiter (Associate)

July 2015 – December 2016

Foundation Talent (San Francisco, CA)

- Recruiting partner for high growth companies such as Radius Intelligence, Lending Club, Gusto and others
- Operated onsite and offsite working directly with hiring managers and C Suite Level Execs.
- Responsibilities include but are not limited to (Full Cycle Recruiting):
 - o Sourcing: Reaching out to top talent individuals via email templates, social networking avenues etc. utilizing LinkedIn, Github, Connectifier, Aevy, Indeed.com, Boolean Method, cold calls, and referrals
 - o Candidate Management: full cycle recruiting from kickoff calls to closure calls to onboarding
 - o Case Management: Utilizing ATS (Applicant Tracking System) such as Lever, Greenhouse
 - o Client Management: Lead meetings, strategize and advise hiring managers - from managers to cofounders
- Proactively attend network functions and meet ups to obtain potential clients

Information Technology Partner & Manager

August 2013 – July 2015

Oliveto (Oakland, CA)

Technical Production Specialist

April 2013 – August 2013

Tiburon Strategic Advisors (Tiburon, CA)

Marketing Specialist

April 2012 – August 2012

Catholic Management Services (Pleasanton, CA)

Social Media Strategist & Office Manager

Oct 2011 – April 2012

Cannon Sports Inc. (Los Angeles, CA)

Creative Media Marketing Intern

July 2009 – Dec 2009

Ecosignworks (Walnut Creek, CA)

SOFTWARE PROFICIENCY

CRM Software, Adobe Creative Suite, Final Cut Pro, Microsoft Office, Lever, Greenhouse, HTML, CSS, Javascript, jQuery, Node.js, React

EDUCATION

Saint Mary's College of California, Moraga, CA

May 2009

Bachelor of Arts Communication and Studio Art with Digital Media Emphasis

Thinkful

January 2018

Full Stack Javascript Course: Graduation date: July 2018

ACTIVITIES

Active member of PDX Startups scene,. Lasallian volunteer assisting the underprivileged in an ad hoc manner. Blues Guitarist. Music Enthusiast. Surf Artist. Eagle Scout.