

Mitchell Griffiths
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Sacramento, CA

Education:

B.A California State University, Chico

Certifications:

The Complete Web Development Bootcamp 2022 – Dr. Angela Yu (In Progress)

HTML, CSS, Javascript, Node, React, MongoDB, Web3 and DApps

Node.js, Express, MongoDB & More: The Complete Bootcamp 2023 - Jonas Schmedtmann
(In Progress)

Experience:

Zeektek

November 2021 – Present

Technical Recruiter

- Became familiar with technologies to thoroughly understand job descriptions.
- Thoroughly review requisitions and find candidates through various applications to find top tier candidates.
- Contact candidates whether it be through phone call, text, email or other messaging applications to discuss opportunities and their skillsets to make sure it is a correct fit.
- Resume formatting to make sure all qualifications that may not be listed on resume are displayed for hiring managers
- Submit candidates for hiring manager review
- Coordinate with account managers and schedule interviews to get candidates and hiring managers in contact.
- Negotiation with candidates and hiring managers to align to their specific needs.

Sunergy California LLC.(Out of business)**February 2021- September 2021****Human Resources Recruiter**

- Excelled in full cycle recruitment, sourcing, networking, and termination policies.
- Searched thoroughly within recruitment platforms to ensure the most qualified candidate was right for the position that was needed.
- Ability to design and configure new hire orientation practices that adapt to new policies that the company implements.
- Ethically and thoroughly completed the on boarding process that verified candidates were eligible for the available positions in order to ensure reduced liability for the company. (Credit Checks, Background Investigations, Reference Inquiries, and Drug Tests).
- Maintained all services including screening services and benefit programs to make sure they were paid and had no issues which required direct contact with all departments in the company.
- Vastly increased social media presence throughout four new platforms (LinkedIn, ZipRecruiter, Indeed, Google Jobs) to be able to effectively acquire a virtual presence in the online community (50% increase social media interaction).
- Implemented a new insurance policy from the ground up within the first month, ensuring the new enrollment of 100+ employees including medical, dental and vision.
- Specialized in understanding and translating between Mandarin and English speaking employees,(80% of the staff only spoke Mandarin, was able to efficiently communicate and translate information to get employees benefits and all other inquiries resolved despite a large language barrier).
- Performed procedures of pay raises to accommodate minimum wage increases and

References available upon request

