

MIKE FITZPATRICK

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Highly-motivated and creative software development professional who readily adapts to new tasks and responsibilities. Excellent interpersonal and communicative skills, and an ability to thrive in fast-paced, goal-driven environments. Adept at managing multiple overlapping priorities while meeting all deadlines.

Currently working as a recruiter for software developers, and completing a Coding Boot Camp through the University of Washington to make the switch to becoming a Software Developer myself.

EDUCATION

University of Washington
Full-Stack Coding Boot Camp

Seattle, WA
June 2022 (In Progress)

University of Kentucky
Bachelor of Arts, Political Science

Lexington, KY
2008

WORK EXPERIENCE

Experis
Technical Recruiter

Seattle, WA
October 2021 – Present

- Liaise with clients' hiring managers regarding their hiring needs, and create detailed job descriptions.
- Provide industry and market expertise to hiring managers to help guide them through the setting of competitive rates and hiring processes.
- Use a variety of tools to source top talent for presentation to the hiring manager.
- Coach candidates through the interview process and coordinate interviews, job offers, etc.
- Primary recruiting focus on software developers.

Cross Country Medical Staffing Network
Client Relations Specialist

Seattle, WA
March 2020 – Present

- Organize and prepare work schedules for employees.
- Schedule orientations as applicable to ensure employees have met all requirements prior to assignment start.
- Conduct annual evaluations of temp employees.
- Maintain contact with former employees and check in regarding their availability for future assignments.
- Source and recruit for new staff.
- Review credentials of recruited staff to ensure compliance with all legal requirements and client specifications.

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Cross Country Medical Staffing Network Recruiter

**Seattle, WA
January 2019 – March 2020**

- Source for qualified candidates and review resumes.
- Interview and screen candidates.
- Communicate with employers regarding qualifications of submitted staff.
- Negotiate salaries and terms of hire.

Law Dawgs, Inc. Recruiting Coordinator

**Seattle, WA
September 2015 – January 2019**

- Source candidates by posting job descriptions online on a variety of sites. Manage job and blog postings on company's social media, and created the company's Facebook page.
- Process new candidates in company database, create a profile for them, add them to appropriate distribution lists, and bring qualified candidates to the attention of Legal Recruiters.
- Reach out to candidates to schedule interviews with our recruiters and with our clients.
- Assist Legal Recruiters with any and all aspects of the recruiting process as needed, including independently carrying out the full-cycle recruitment process for certain roles outside of the legal field.
- Perform due diligence on new candidates, including calling professional references, checking attorneys' bar status and disciplinary history, running background checks, etc.
- Process new hire paperwork and placement data, and verify new hires' work authorization through the online e-Verify system.
- Act as the primary point of contact between candidates/temps and recruiters, payroll, etc.
- Coordinate timecard management between temps and payroll.
- Coordinate temps' sick time requests with payroll, track all absences and respond to inquiries regarding these issues.
- Respond to all requests for employment verification.

Perkins Coie, LLP Mailroom Clerk (Temp Assignment)

**Seattle, WA
July 2015 – August 2015**

Birch Tree Academy Administrator Lead English Teacher

**Bellevue, WA
September 2014 – December 2014
January 2014 – June 2015**

Worked as the Lead English Teacher, preparing and executing lessons for a full-day school session. Hired before the school was finished being built and was very involved in the opening of the business in an administrative capacity. During this time, responsibilities included:

- Create and organize paper and electronic databases.
- Draft documents stating school policy.
- Find and direct contractors to put on company events.
- Communicate with clients and potential clients about upcoming events and to collect necessary data.
- Stay organized in an environment which required constant multitasking.

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ENS (English Nursery School) Assistant Teacher

**Moscow, Russia
September 2012 – June 2014**

Assist in classroom management of 25 three and four-year-old children. Prepare lessons for small groups of 4-8 children and help the lead teacher in creating and implementing the curriculum for the class as a whole. Provide fun activities to teach children English through an immersion environment.

- Acted as go-between for English-speaking and Russian-speaking staff; assist in coordinating activities and communication between different classes and between teachers and the administration.
- Used Microsoft Office programs to create classroom materials and maintain class records.
- Maintained communication and good relations with the children's parents.
- Conducted interviews with parents after they sign their children up.
- Planned and execute parties and events.

EF English First English Teacher

**Changchun, China
Moscow, Russia**

**August 2009 – August 2011
September 2011 – August 2012**

Taught English as a second language to students aged 7 – adult. Used the school curriculum and appropriate outside materials to teach and encourage students. Responsible for all lesson planning and classroom management.

- Used Microsoft Office to maintain records of academic progress, attendance etc.
- Conducted interviews with prospective students.
- Became familiar with Chinese culture, customs and language and learned to incorporate this knowledge in exchanges with students and local people.
- Led training courses for incoming teachers on teaching methods and techniques for teaching various age groups.
- Organized and led "Life Clubs," workshop-like sessions where the teacher facilitates students' conversation through cultural presentations, games and activities for groups of children, teenagers and adults. Found interesting materials to stimulate conversation and expose students to other cultures.
- Was on the planning/organizing teams for three summer field trips and activities for 5 – 13-year-old children.
- Tutored school's Chinese staff in English.
- 2011 EF Changchun "Most Popular" award winner.