**Jacob Calloway**

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**714.408.3447 **

**New York, NY 10026**

# Senior Recruiter

Dynamic and self-motivated recruitment professional experienced in sourcing top talent for sales, technology, marketing, media, and healthcare positions. Resourceful and solution-focused with strong interpersonal and rapport-building skills. Excellent communicator dedicated to building and strengthening relationships with clients, colleagues, candidates, and management. Proficient in conducting detailed assessments of fulfilment requirements to attract and secure candidates of the highest caliber in both an agency environment, as well as an internal corporate business partner.

*Expertise include:*

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| --- | --- | --- |
| * Full Lifecycle Recruiting | * ATS/Recruiting Application Tools | * Relationship Management |
| * Candidate Sourcing/Screening | * Compensation Negotiations | * Recruitment Strategies |
| * Executive Recruitment | * Successful Placements | * High-Volume Staffing |

## Professional Experience

HAYS  New York, NY  7/2017 - Present CORPORATE RECRUITER

Performed full life-cycle recruiting for one of the nation’s fastest growing tech firm, and employee advisors in the country. Executed comprehensive sourcing strategies to recruit for diverse job functions including executive level candidates.

Key Accomplishments:

* Networked, sourced, and finally successfully placed eight senior level candidates in functions earning between

$100K-$245K.

* Successfully identified, sourced, and developed 130 passive candidates within the first five months of joining the organization.
* Satisfied high volume staffing needs by engaging and onboarding 17 contractors, including facilitating work schedules with nine business managers.
* Distinguished as one of the top-grossing recruiters in the NY office and recognized for outstanding performance in executive recruiting revenues by ranking 4th out of 33.

RESCARE  New York, NY  1/2017 – 7/2017 (start-up, went under) ACCOUNT MANAGER

Held accountable for the recruitment of a diverse array of professionals such as Physicians, Medical Directors, HR Directors, Engineers, and Biochemists on client accounts for a human services company offering people with intellectual and developmental disabilities arrange of services. Consulted with clients to gather job and candidate requirements. Effectively managed and worked an average of 10-30 open job orders at any given time. Key Accomplishments:

* Acknowledged for achieving an annual YTD revenue quota of 150% for new job orders.
* Leveraged strong rapport building skills by building and sustaining strong relationships with clients on both regional and national levels in step with anticipated recruiting needs.
* Trained and mentored junior recruiters on behavioral interviewing techniques, including interpreting candidate answers, resulting in a 14% improvement in candidate retention rates.

# Jacob Calloway

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PHAIDON INTERNATIONAL New York, NY  2/2015 – 1/2017 SENIOR RECRUITER

Performed full life-cycle recruiting for an international agency specializing in sourcing STEM talent for clients. Actively sourced new talent and used creative measures to grow network of candidates. Developed lead generation for new business. Built and sustained critical relationships through rapport building with C-level executives.

Key Accomplishments:

* Recognized among peers for consistently achieving quota goals weekly, monthly, and quarterly.
* Successfully grew the territory/market for new business and achieved highest billing of $225K.

SHIPKEVICH LAW FIRM  New York, NY  5/2014 – 2/2015 EXECUTIVE RECRUITER AND SALES MANAGER

Oversaw new client acquisition, including providing clients with firm information explaining list of services and fees. Maintained oversight for a small team of paralegals to ensure cases were organized and managed appropriately.

Key Accomplishments:

* Effectively performed many varied job duties given the need to “wear many hats” within the firm.

HENRY STREET SETTLEMENT  New York, NY  3/2013 – 5/2014 RECRUITMENT COORDINATOR

Facilitated the organization of company recruitment requirements. Gauged business objectives against open positions and anticipated future needs and establish a recruiting strategy and game plan. Partnered with the local community to develop and offer student internships.

Key Accomplishments:

* Successfully promoted the firm through advertisements, job fairs, and public presentations leading to the engagement of 100+ applicants to the firm.

## Education

Master of Arts in Public Administration Rutgers University, Newark, NJ

Bachelor of Arts in Film and Communications University of North Carolina, Chapel Hill, NC

Community

Founder and Director Youth Educational Sports (YES) Newark, NJ

Established a non-profit organization centered on providing youth ages 12-15 years of age the opportunity to play basketball.