

Contact

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(LinkedIn)

Top Skills

Boolean Sourcing

Communications Guru

Team Player

Languages

English (Full Professional)

Spanish (Limited Working)

Russian (Elementary)

Certifications

CEN

CCRN

Honors-Awards

Outstanding Graduate of the Year

Dee Matis, RN

Open to new opportunities, contract or perm in all areas of recruiting and sourcing.

Summary

Dynamic communicator that truly LISTENS to people. Bringing high quality candidates to their new career! PASSIONATE about finding the RIGHT person for the RIGHT job. Savvy, energetic, nurturing caterer to help you move seamlessly into your new role. People describe me as fun, intellectual, passionate, empathetic, social, organized, prompt, resourceful, helpful, caring and adventurous. I have been told many times by the candidates I have placed, that I truly understood their needs and listened to them. Offering an exceptional experience with my customer driven skills and communications that they have never received before. I cater to my candidates and to my managers to provide an outstanding experience for all. I love a challenge and never turn down an opportunity to learn and grow in my career and personal life. I also have experience with public speaking, up to an audience size of 1100.

I have 23 years of nursing experience, working in emergency room, cardiac and medical intensive care and psychiatric. The broad range of skills I have learned from these environments have honed my leadership, communication, team work and organizational abilities. I also have more patience than anyone I know :) During my tenure as a RN, I started my own nurse recruiting company and found another passion in my life. On top of my nursing, I now have almost 10 years of full-cycle recruiting, networking, sourcing, advertising, social media marketing, public relations, business management, staffing, scheduling and budgeting experience.

* Proficiency in Microsoft Office; Excel, Word, PowerPoint, Publisher and Outlook.

My goal is to provide exceptional service as a healthcare recruiter in an award winning company that is known for it's outstanding customer service, has supportive leadership and an energetic culture.

Experience

Self Employed

Independent Healthcare Recruiter/Sourcer

April 2018 - Present (2 years 4 months)

Nationwide

Finding that perfect job for that perfect person. Recruitment for Healthcare, Management and Business Related fields. Social Media Marketing and Strategy.

PeopleScout

Senior Sourcing Specialist (Peoplescout)

July 2019 - August 2019 (2 months)

Virginia

Sourcing qualified, experienced nurses for permanent positions in the HCA Healthcare System. Temporary contract role.

Meridian Medical Staffing, Inc.

Senior Healthcare Recruiter

May 2017 - April 2018 (1 year)

Greater Denver Area

Senior Healthcare Recruiting for travel RNs and ancillary healthcare team members.

Parkview Medical Center

Healthcare Recruiter - Contract

October 2016 - June 2017 (9 months)

Pueblo, Colorado

Recruitment of top quality Physicians, RN's and ancillary staff for our OUTSTANDING hospital.

Home Instead Senior Care

Senior Healthcare Recruiter

September 2015 - June 2016 (10 months)

*All job duties listed under current job description above including: (Major part of position was recruiting, sourcing, social media marketing and 6-10 interviews on-site per day)

*Creation of official offer letters and submission to new candidates (Health Care Professionals).

*On-boarding of all new candidates including I-9 document assessment, E-Verify, fingerprinting, background investigation, W-4, state withholding, driving report, caregiver background report, urine drug screen and insurance verification. Ensure that all documents are completed and entered into ATS.

*Tracking of candidate source and ROI from outlets used for marketing. Reported to general manager weekly.

*Follow up and retention efforts for new employees and over course of first year. Developed retention plan for team to follow.

*Brought in 4-5 new employees per week for orientation.

*Developed Alzheimer's training manual for continued education. Offered training at 6 different sessions per year.

*Event planning for job fairs and Alzheimer's Awareness Campaign. Raised almost \$6,000 to donate to Alzheimer's Association in Rockford, IL.

Bear Staffing Services
Branch Manager / Recruiter
2013 - 2014 (1 year)
Tomahawk, WI

*Direct business to business sales.

*Recruiting, marketing, retention plans and employee supervision.

*Payroll for large territory throughout Wisconsin.

*Proven track record with increasing revenues and net profit by 50% for area.

*Highest employee and client numbers, highest gross profit per hour and highest net profit in all midwest branches.

*Provided recruitment in areas of management, administrative, medicine and nursing.

*Sourcing candidates through social media, job boards, referrals, on-site safety programs, colleges, networking, chamber events and job fairs.

*On-boarding all applicants throughout hiring process.

Expertise in:

- Talent Acquisition Strategy & Execution
- Workforce Development Analysis
- Organizational Branding
- Candidate Assessment (Hard and Soft Skills)
- Employment Contract Negotiation
- Career Coaching
- Leadership Development
- Organizational Development
- Work-Team Training
- Risk Management: Workplace Safety and Health
- Business Development

Ministry Health Care

Registered Nurse- Emergency Room

2005 - 2011 (6 years)

Wisconsin

*This entry includes 2005-2008, Psychiatric RN at NorthCentral Health Care Facilities. Wausau, WI

*Skills - Highly skilled career professional with focused experience in Emergency Room, Intensive Care, Infusion Therapy, Convenient Care, and Pre and Post Operative environments and Psychiatric

*Leadership qualities to include charge nurse duties, scheduling and staffing, liaison

between EMS schools and Emergency Department staff. Clinical preceptor to incoming

Paramedic and EMT students as well as Nursing Students and new hires.

*Highly proficient clinical skills. Educator at hospital-wide skills fair for multiple stations

regarding use of emergency equipment such as defibrillators, rapid infusers, cardiac monitors, 12 lead EKGs, and multiple others.

*Initiated hospital wide education for stroke care, enabling the hospital to become a stroke center.

*Led a team of nurses, doctors, pharmacists, and administrators to educate the community

on drug use/abuse and lessen the frequency in which patients were abusing the emergency rooms for chronic pain and enabling them to use the proper channels.

* Computer skilled. Managed heavy daily patient volume with rapid patient turnover.

Proficient in all documentation/record maintenance and paperwork to ensure accuracy and patient confidentiality.

* Worked on leadership team to change from paper charting to electronic charting in three separate hospitals.

*Rapid stabilization of critical patients and preparation of surgical patients. Performance of

surgical procedures in Emergency Department to include endoscopies, chest tubes, bronchoscopies, difficult intubations, and closed reductions of fractures.

*Patient and family education relating to discharge and daily maintenance of chronic medical conditions.

Gemini Medical Staffing

Nurse Recruiter / Owner

2001 - 2005 (4 years)

United States

*Jointly started nurse recruiting agency for local hospitals and long-term care facilities in need of CNA's, RN's, LPN's, Physicians and management.

*Excellent experience in management, customer service, human resources, recruiting, business to business sales, capital budget planning, retention strategies, marketing and networking with local businesses.

*Hired 10-15% of monthly candidates interviewed, providing top quality nurses to local hospitals and long-term care facilities.

*Office of 2 ended with office of 6 when partner took over full business, leaving me able to return to my active nursing career.

Education

University of Wisconsin-Green Bay

Master's degree, Clinical Psychology · (2014 - 2016)

University of Wisconsin-Green Bay

Bachelor's degree, Clinical Psychology · (2006 - 2010)

University of Wisconsin-Green Bay

Bachelor of Business Administration - BBA · (2001 - 2005)

North Central Technical College

Associate of Science - Nursing, Registered Nursing/Registered Nurse · (1992 - 1994)