

Contact

www.linkedin.com/in/melissapritchard (LinkedIn)

Top Skills

Healthcare Staffing
Recruiting
Client Liaison

Certifications

Hootsuite Platform Certification
Travel Healthcare Recruiter Training

Honors-Awards

Skills Achievement Award Business Trainee I
Skills Achievement Award Business Trainee II
Skills Achievement Award Business Trainee III
English Student of the Year
Magna Cum Laude

MELISSA PRITCHARD

Travel Nurse Recruiter
Dallas/Fort Worth Area

Summary

Placing travel nurses and allied professionals on contract assignments throughout the US!

With over 10 years in the healthcare staffing industry and previous duties including staffing, account management, and credentialing; I am proud to be your recruiter! I know that a healthcare professional being part of a fantastic team is one of the most significant ways to achieve success because I live it working here, and you will too! I value everyone based on their strengths. My experiences working with all of our nursing and allied professionals have shown me how special our healthcare workers genuinely are by the differences they make in everyday lives.

Specialties: Hospitals, Surgery Centers, Healthcare Facilities, Staffing Companies, Nurse Agency, The Joint Commission, Registered Nurses, Surgical Technicians

Traits: Determined, Logical, Conscientious, Supportive, Organized, Detail Oriented, Initiative, Integrity, Honesty

Skills: Innovative, Communication, Technology, Customer Service, Working Independently, Teamwork, Problem-Solving

Experience

OR Nurses Nationwide
11 years 10 months

Senior Recruitment Specialist
January 2019 - Present (1 year 6 months)
Dallas/Fort Worth Area

Travel Nurses, INC, a brand of OR Nurses Nationwide
OR Nurses Nationwide is a nurse owned and nurse operated healthcare staffing business. We began our journey in 1988 with a focus in staffing

exclusively OR settings, but soon expanded to staffing all nurse specialties and allied professionals nationwide.

Our mindset: To provide patients with exceptional care by staffing elite healthcare professionals from all specialties in their ideal locations and facilities. With this mentality, you can count on receiving top quality service at amazing facilities from the entire OR Nurses Nationwide family.

Through contracts with Vendor Manager Services or direct service agreements with healthcare facilities, we source engagements for healthcare professionals, seeking to make the 'best matches.'

- Nurse owned and operated staffing company
- Staff all states and all specialties
- Provide a “private college” verse “university college” experience... each recruiter develops a relationship & knows their nurses; you are not just a number to us
- Available to you 24/7 clinical support
- Custom Pay Packages
- Paid every Friday
- Day one benefits including
- Top 10 Travel Nurse Agency
- Transparency Pledge
- Compliance Reimbursements
- Excellence Awards featuring The DAISY Award for Extraordinary Nurses
- Premium Referral Bonuses

Full Desk Recruiter position duties:

- Placing travel nurses and allied professionals on contract assignments
- Post jobs, screen and recruit qualified nursing and allied candidates
- Generate rate sheets for candidates for each contract of interest
- Communicate effectively with organization's departments to ensure employee is cleared to start
- Arrange proper reporting instructions for first day of assignment for each employee
- Remain on call after hours since 12/2008

Account Executive

July 2014 - January 2019 (4 years 7 months)

- Establish and maintain relationships with clients and providers to fulfill their staffing needs
- Submit candidates to corresponding assignments by teaming with recruiters to discuss needs
- Gather and upload credentialing and unit/client specific information for each new contract
- Execute client contracts and engagement letters for each new contract

Credentialing Manager

September 2010 - July 2014 (3 years 11 months)

- Convert applicants to employees by following compliance rubric for classification and specialty
- Initiate on-boarding activities by assigning accurate documents, competencies and certifications
- Monitor, notify and update expiring credentials for each active employee and maintain filing
- Maintain confidentiality and security of sensitive information and The Joint Commission Accreditation and Certification

Scheduling Coordinator

September 2008 - September 2010 (2 years 1 month)

- Coordinate client's daily staffing needs by matching employee's skills with need
- Ensure proper instructions are reported to each employee regarding their assignment
- Improve employee awareness by creating and updating online portal for employees
- Assist with admin and clerical duties

Benihana

Hostess

January 2015 - December 2015 (1 year)

Dallas/Fort Worth Area

Worked as needed nights & weekends

RadioShack

1 year 11 months

Store Sales Manager

June 2007 - December 2008 (1 year 7 months)

Dallas/Fort Worth Area

Sales Representative

February 2007 - June 2007 (5 months)

Dallas/Fort Worth Area

McDonald's

Crew Trainer

February 2005 - February 2007 (2 years 1 month)

Dallas/Fort Worth Area

Education

The University of Texas at Arlington

Bachelor of Business Administration - BBA, Business Administration and Management, General · (2018 - 2020)

Brookhaven Community College

Associate of Science - AS, Business Administration and Management, General · (2008 - 2014)

Jack E Singley Academy

High School Diploma, General Studies · (2003 - 2007)