**NicoleSanchez**

**Nicole.San100@pm.me ◼ (484) 891-0980 ◼**

**Results-driven Talent recruitment and acquisition professional**, with the proven ability to reach industry targets. Leading a team and managing all phases of full-cycle recruiting, from initial sourcing and screening through offer negotiations, placement and onboarding. Creatively source high-caliber candidates by leveraging recruiting software, social media, cold calling and employee referrals.Recognized for exceeding hiring goals won Annual RPO Solutions Award of Excellence - Alexander Mann Solutions (2018). Eager to help your organization build strong internal teams.

Performed professional, technical, and managerial recruiting in areas including:

|  |  |  |  |
| --- | --- | --- | --- |
| * Technology | * Investment Banking | * Telecommunications | * Chemical Industries |

**Recruiting Tools:**

LinkedIn Recruiter ◼ Workday ◼ Kenexa ◼ Taleo

◼ CareerBuilder ◼ Indeed ◼ Github◼ Stack Overflow

**Recruitment Skills**

|  |  |  |
| --- | --- | --- |
| * *Talent Assessment & Acquisition* * *Candidate Sourcing & Screening* * *Advanced Boolean Searches* * *Exempt & Non-Exempt Staffing* | * *Recruiting* * *High-Volume Staffing* * *Offer Negotiations* * *Placement & Onboarding* | * *ATS & Recruiting Software* * *Social Media Recruiting Tools* * *Employment Law* * *Client Relationship Management* |

**Education**

Georgian Court University (Lakewood, NJ) ◼ **M.B.A. in Business Management**

Temple University (Philadelphia, PA) ◼ **B.B.A. in Human Resource Administration & Legal Studies**

**Professional Experience**

MANPOWER – **Contract Senior Technical Recruiter** at Comcast - 11/2022 – 6/2023 laid off

* Manages all aspects of the recruitment process including: job requisition design, sourcing, screening, pre-employment checks, compliance, offers of employment and on-boarding.
* Works with senior management to develop strategies across all business units.
* Oversees the development of initial job requisition including outlining requirements for positions and ensuring the requisition is approved and posted to applicant tracking system.
* Collaborates with hiring department to develop firm understanding of department culture and position requirements, including skills and background required for the position.
* Provides expert advice and guidance to hiring managers throughout the recruitment process.
* Builds candidate pipeline through targeted advertising, direct sourcing, employee referrals, networking and recruitment events.

AMAZON – **Senior Technical Sourcing Recruiter -** 8/2022 – 11/2022 (part of layoff)

* Build effective sourcing and assessment strategies to achieve hiring results.
* Builds and maintains network of passive candidates and understands and implements on-going relationship management.
* Screens and assesses candidates to determine job fit, demonstrating ability to anticipate hiring manager preferences through high offer-to-interview ratios.
* Recommend ideas to improve the company and the team within Amazon's mission to deliver the highest quality results to the customer.
* Manages client relationships and partners with hiring managers and interview teams.
* Drives and assesses the health of pipeline volume and velocity.
* Participates in special projects/recruiting initiatives.
* Executes to the sourcing and performance goals laid out within their team.
* Adherence to internal company processes/SLAs associated with all aspects of recruiting.
* Actively manages all job postings and keeps positions current and active in recruiting systems.

ALEXANDER MANN SOLUTIONS (AMS) – BANK OF AMERICA (Client) REMOTE

◼ **Senior Recruiter and** **Team Leader for Senior Technical Recruiters and Technical Sourcers, 6/2021 to 8/2022**

* Hire, lead, and develop a team of 30 Senior Recruiters and Sourcing Specialists.
* Experience building, coaching and managing a recruiting team.
* Responsible for team objective setting, performance management and development planning.
* Responsible for team morale, productivity and discipline.
* Manage the team’s holiday and sickness and ensure that sufficient cover is provided as required per client desk.
* Manage the program and organize resources for induction of new staff.
* Act as a local point for escalations surrounding client, contractor and internal issues.
* Support team by holding biweekly meeting to discuss/ progress and escalate issues.
* Participate in various weekly, monthly and quarterly meetings and calls.
* Preparing monthly and quarterly team's performance reviews.
* Build and maintain strong working relationships with client.
* Ensure processes and compliance are adhered to and identify any gaps.
* Manage any ad hoc projects and conducting interviews with internal and external candidates.
* Conduct new hire orientation.

ALEXANDER MANN SOLUTIONS BANK OF AMERICA & MERRILL EDGE (Client) - REMOTE ◼ **Sr. Recruiter/ Principal Resource Specialist,** 1/2017 to 12/2018 & 3/2020 -6/2020 Laid off due to Covid 19

* Consistently met hiring goals, met objectives and metrics as communicated by management.
* Effectively conducted behavioral based interviewing, interpreted results, assessed candidate qualifications, and made recommendations to hiring managers.
* Provided weekly candidate pipeline report to hiring manager team.
* Worked with business leaders to forecasted placements based on demand.
* Involvement in on-site job fairs and networking events.
* Skilled in the ability to interpret and apply employment laws including Title VII, FLSA, EEOC, ERISA, COBRA, ADA, FMLA and other federal and state laws.

INFOTEK CONSULTING (TD BANK) ◼ **Regional Contract Recruiter,** 10/2015 to 6/2016 Mt. Laurel, NJ

* Effectively managing the staffing for 60 locations throughout 3 regions, averaging 40 to 50 requisitions/month.
* High Volume Recruiter responsible for all stages of the hiring process for multiple offices including sourcing, screening and interviewing candidates, negotiating, extending and closing offers and completing on-boarding documentation.
* Assisted coordinating job fairs for TD Bank in New York, New Jersey, Pennsylvania and Massachusetts.
* Ensured all hiring activity reports are updated and completed on a regular basis.

ADEX (Verizon Wireless) ◼ **Sr. Contract Recruiter,** 4/2014 to 11/2014 – Basking Ridge, NJ

* Effectively managed nationwide staffing for the Network division, average 35 to 40 requisitions/month.
* High-Volume Recruiter that partnered with Sr. Recruiters, HR Business Partners and clients to gather immediate needs & strategic hiring needs.
* Strategized and implemented effective short and long-term recruitment marketing campaigns to create awareness of positions.

ACCU STAFFING (Federal Reserve Bank) ◼ **Contract Recruiter,** 5/2013 to 7/2013 - Philadelphia, PA

* Partnered with hiring managers to discern workforce needs; define job parameters; outline desired qualifications; and source, screen, in person interviews and select best-option candidates for skilled/technical trades, management positions and support staff openings.
* Created multiple sourcing strategies to recruit top-talent.
* Presented recruiting updates and hiring strategies at weekly meetings.
* SIMON STAFFING ◼ **Remote Recruiter,** 1/2012 to 12/2012
* Full Life Cycle Recruiter experience working directly with Hiring Managers and managing recruitment processes to include: sourcing, screening and interviewing candidates.
* Leveraged metrics and to seamlessly fill high-priority positions, improved processes and build a strong employer brand.

TAPFIN - MANPOWER (DuPont Chemical Co.) ◼ **Recruiter Analyst,** 6/2010 - 5/2011 and 8/2016-1/2017, Wilmington, DE

* Partnered with hiring managers to consistently meet hiring needs.
* Onboarded high volumes of new hires (up to 60+ new hires/week).
* Responsible for background checks, education verifications and pre-employment drug tests.
* Responsible for exporting candidate feed to the MyInfo Onboarding table/SAP.
* Strong teamwork & collaboration with HR Consultants, Hiring Managers & HR, Business Partners.

COLLEGE STUDENT & VOLUNTEER **—** 5/2008 - 5/2010

* Master of Business Administration in Business Management - M.B.A. (2008-2010)
* Volunteer for the Society of Human Resource Management (2009-2010)

MISSION 1ST ◼ **Human Resources Generalist,** 1/2008 to 9/2008- Arlington, VA

* Responsible for sourcing resumes, interviewing candidates and on-boarding candidates.
* Processed personnel changes; entered new hires into employee database.
* Processed pay increases & position changes.
* Responsible for sending employee performance reviews to hiring managers for completion.
* Administered & actively resolved concerns regarding benefit plans such as; health, dental, 401K, vacation, leaves of absence.
* Coordinated training for employees that worked off site, Southwest Asia (Afghanistan, Iraq & Kuwait).
* Responsible for tracking diversity & inclusion (D&I) candidates.

**Certifications**

* Strategic HR Leadership Certification – Human Capital Institute (HCI)
* Professional Recruiter Certification (PRC) AIRS Certified
* Certified Internet Recruiter (CIR) AIRS Certified
* Certified Diversity Recruiter (CDR) AIRS Certified

**Applications**

Workday, Indeed, LinkedIn Recruiter, ADP, Oracle, Taleo, & Kenexa, Greenhouse, ICIMS, E-Verify, MS Office Suite, G- Suite, HRIS, ICIMS, Calendly, DialPad

**Activities**

Member of AMS Diversity, Equity and Inclusion Advisory Board 2021 – 2022