

**Jeff Oliver**  
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## SUMMARY

*With more than 15 years of experience working for a leading technology company, I am a seasoned recruiter/recruiting manager with expertise in all aspects of full lifecycle recruiting; including aggressive cold calling, sourcing strategies, recruitment marketing campaigns, effective interviewing, recruiting methodology, negotiation and sales.*

## PROFESSIONAL SKILLS

- Solid understanding of technology and business consulting
- Experienced with recruiting in many different geographical locations in the U.S.
- Consulting with hiring managers to help establish hiring best practices
- Experienced recruiter at all professional levels
- Adept at developing and implementing recruiting methodology
- Adept at creating recruiting marketing campaign strategy
- Experienced at conducting behavioral and performance based interviews
- Excellent sales and negotiation skills when dealing with candidates
- Successful track record in building a high performing recruiting team and serving as a mentor

## TRAINING

AIRS Certified (CIR)  
TopGrading Recruiting Methodology  
Leadership courses on team building  
LinkedIn Recruiter  
Behavioral Interviewing

## EXPERIENCE

**Owner** Richmond, TX 11/2015-Present

*Rainmaker Consulting Resources LLC. – A Consortium of Independent Recruiters*

- Work closely with clients in the oil and gas industry to address hiring needs and strategy
- Cold call companies for business development
- Locate, contact, and interview candidates for open positions
- Consult with clients on recruiting best practices

**Recruiting Manager** Houston, TX 6/2003-11/2015

*Catapult Systems, LLC. – A Managed Microsoft Partner*

- Direct recruiting strategy and operations for the Houston office
- Resource management for upcoming project staffing needs
- Identify and implement best recruitment campaign strategy to hire top performers
- Source, identify, interview, and close candidates
- Train internal employees on interviewing techniques and appropriate questions
- Top performing office for 9 years (out of 12), hiring both contract and W2 employees
- Extensive network of candidate relationships

- Train and mentor recruiting staff and provide interview guidance to managers
- Work closely with leadership team to understand sales and hiring forecasts and develop recruiting strategy for different solution practices in different markets
- Quick response time to recruiting needs
- Working closely with clients to satisfy staff augmentation requirements

**Vice President of Operations**

Houston, TX      2002-2003

*Oliver Precision Aircraft Care, Inc.,*

- Managed daily operations of this aircraft detailing service, including accounting, human resources and customer service
- Managed client accounts and schedule
- Created operational infrastructure and processes
- Developed plan that saved the company more than \$60K annually in annual worker's compensation payments
- Helped position the company for sale in 2003

**Senior Recruiter**

Austin, TX      1999-2002

*Catapult Systems, Inc.*

- Full lifecycle recruiting for the Austin and San Antonio offices

**Internet Advertising Account Executive**

Austin, TX      1998-1999

*InfoWare, Inc.*

- Awarded Employee of the Year – 1997
- Successfully sold Internet advertising deals before product (website) was complete

**Account Executive**

Austin, TX      1997-1998

*Express Personnel Services*

- Heavy prospecting selling staffing services – (Outside Sales)
- Landing a highly profitable account that included 4,800 billable monthly hours
- Significantly grew the Austin branch to become the highest revenue producing office in the U.S.
- Recognized as one of the top revenue producing Account Executives in the U.S. for 1998

**Research Intern**

Austin, TX      1996-1997

*Angelou Economic Advisors, Inc.*

- Market Research Analyst in developing the City of Taylor Economic Development Plan

**EDUCATION**

Texas State University – 1996  
BS Applied Sociology and Economics

**SOFTWARE**

LinkedIn Recruiter, Microsoft Office, Microsoft CRM, Bullhorn, SendOuts

**PERSONAL**

Hobbies and Interests: Real estate investing, my 1966 convertible Mustang, travel, hunting, skiing, running, kickboxing, health and fitness, community service