

Lisa Lambert

Beeville, TX 78102

lisalambert67_ebg@indeedemail.com

(832) 572-9617

#readytowork

Work Experience

Market Recruiter

Peopleready

April 2020 to Present

Duties: all aspects of recruiting, employee coaching/recognition, sales, and operations

Accomplishments: In starting in this role, there were three market recruiters. I have executed all recruiting, and am now the only recruiter for all of South TX (so I have condensed this role from three positions to one position). Prior to my start, our vertical only supported General Labor on demand positions. I have been able to change our vertical to support all verticals and also begin implementing temp-to-hire as well as direct hire scenarios

American Red Cross

Disaster Services Team (DST) 361-676-0041 05/2017 to Present

Duties: all aspects of providing IT/Technical Support while on deployment to different areas. In this role, I am on-call 24/7/365. I provide all levels of support as needed ranging from Command Center set-up to general labor/sheltering. Fluid in providing various levels of support to various verticals as needed.

Remote GTS Remote Recruiter

Kelly Services, Inc

May 2018 to May 2018

Support all Verticals through Healthcare/IT Technical/Engineering/Finance)

Duties: all aspects of staffing, recruiting (virtual as well as in-person), employee recognition and development, and human resources

Accomplishments: Started as contract employee then hired as Staffing Specialist. In this role, I increased sales for my branch as well as increasing my talent pool of qualified candidates for hard-to-fill roles. I was deemed as "Rock Star Recruiter" because I was able to fill positions within the same day in extremely challenging roles and locations. I also was out conducting sales for the branch and increased success ratio almost to 100% since I have highly effective negotiation skills and would not accept no or failure. I was the first person to ever fill both commercial as well as professional/technical positions.

Executive Assistant

Custom Glass Mirror Image

April 2009 to April 2009

Duties: all aspects of day to day operations, billing, accounts payable/receivable, customer service and support, collections

Accomplishments: I was able to bring this company into the electronic world and almost completely eliminated manual paperwork and records.

Unemployed

Unemployed

August 2008 to February 2009

Account Manager

Unemployed

August 2008 to August 2008

Duties: managed a staff of six internally, and a staff of 1200 externally. This included all aspects of recruiting to fill positions for US Bank to process quarterly taxes, fingerprinting, background verifications, payroll adjustments, unemployment claims, and basic account maintenance

Accomplishments: I was able to successfully fill all necessary roles and implemented new measures to avoid mistakes from being made that would have cost the company a wealth of money.

Executive Assistant

Custom Glass Mirror Image

2007 to December 2007

Duties: every aspect of the support necessary for day-to-day operations, billing, accounts payable/receivable, scheduling jobs, customer service, collections, data entry, raw material order and delivery, and good old fashioned manual labor (office cleaning)

Accomplishments: I was able to bring this company into the electronic world and almost completely eliminated manual paperwork and records.

Accomplishments: I was able to bring this company into the electronic world and almost completely eliminated manual paperwork and records.

Staffing Specialist

Manpower International, Inc

2006 to 2006

Support all Verticals)

Duties: Payroll - execute payroll of 500+ employees over the course of two states, perform payroll adjustments, and process garnishments; Staffing Specialist - hiring, counseling, training, and/or termination of employees, submitting payroll information to the Support Center, as well as perform adjustments on any pay or billing discrepancies, sales and marketing, corporate collections, business development and to act as Software Training Administrator for various customers

Accomplishments: In this role, I was able to do both staffing recruiting as well as sales. I was quite adept at pricing, and was often recognized as a top performer by exceeding usual mark-ups when negotiating contracts with Hiring Managers.

Personal and professional references are available upon request.

Education

High school diploma