

## Contact

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## Top Skills

Transact-SQL (T-SQL)  
Visual Basic .NET (VB.NET)  
Software Development Life Cycle (SDLC)

# Samantha Holschuh

Technical Recruiter at Skillhire  
Greater New Orleans Area

## Summary

Charismatic and eager technical recruiter looking to place you in your dream job. If you're seeking a new opportunity, looking for freelance developer work, or wanting to accelerate your career, send me a connection request and let's chat!

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## Experience

### Skillhire

Technical Recruiter  
July 2019 - Present

- Write and post technical job descriptions
- Source potential candidates on various platforms
- Parse specialized skills and qualifications to screen resumes
- Perform pre-screening calls to analyze applicants' abilities
- Craft and send personalized recruiting emails with current job openings to passive candidates

### High Summit Designs

Project Manager  
January 2018 - Present

Implement Project Management principles to oversee website development and marketing strategies.

Analyze project requirements through industry research and individual business needs.

Recruit and collaborate with project team including writers, designers, developers, and strategists.

Oversee project organization and make high level project decisions including developing timelines, prioritizing tasks, and assigning employee teams to unique project deliverables.

Create and manage project budgets while meeting deadlines.

Curate and maintain external freelancer and contractor relationships.

Build strong client relationships by ensuring timely communication, key performance indicators are developed and met, and expectations are consistently exceeded.

Shelly K. Rosnik, PC

Paralegal & Office Manager

October 2010 - January 2018 (7 years 4 months)

Parker, CO

- Directly assist attorneys in daily operations.
- Oversee supply ordering and management.
- Train new employees as needed.
- Manage and process monthly payroll.
- General bookkeeping including AR and AP duties.
- Prepare budgets and approve budget expenditures.
- Create and maintain positive relationships with clients, attorneys, and court staff.
- Prepare legal documents on a case by case basis.
- Lead paralegal of bankruptcy department.
- Attend networking events and uphold practice image.
- All administrative duties as needed including managing multiple phone lines, addressing client needs, managing multiple attorney calendars, and file management.

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## Education

Colorado State University-Global Campus

Bachelor's degree, Management Information Systems and Business

Analytics · (2013 - 2018)

Kaplan University

Associate's degree, Paralegal Studies · (2012 - 2013)