

STACEY JONES

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JUNIOR SOFTWARE DEVELOPER PROFESSIONAL

Innovative, results-driven professional with over 9 years of HR experience, pivoting to a career as a Junior Developer, Business Analyst, or Product Manager. Eager to leverage my analytical, problem-solving, and leadership skills to drive digital transformation and contribute to impactful software and business solutions.

PROFESSIONAL EXPERIENCE

Human Capital Management Supervisor

07/2024 – Present

Dallas ISD (Dallas, TX)

Lead and mentor a team of recruitment specialists, providing oversight and direction to ensure all team members meet performance goals and departmental objectives. Conduct one-on-one meetings with direct reports to track progress, address concerns, and provide feedback for continuous improvement.

- Regularly audit recruitment, requisition, and onboarding reports to ensure accuracy, compliance, and maintain data integrity in HR systems.
- Oversee the entire requisition management process, ensuring timely postings, application processing, and compliance with staffing requirements.
- Approve team timecards, ensuring accurate tracking of work hours and timely payroll processing.
- Maintain and update HR databases, recommending improvements to enhance efficiency, accuracy and compliance.
- Represent HCM on committees and lead special projects, ensuring alignment with strategic HR and organizational goals.

Talent Sourcer, Senior Associate

09/2022 – 12/2023

JPMorgan Chase (Plano, TX)

Developed strategic sourcing outreach plans to attract talent in niche markets of Finance, Compliance, Risk and Audit.

- Successfully increased diverse hires by 40% through market research and inclusive hiring practices.
- Supported HR Product Lead with agency requests and budgets through Jira. By centralizing all budget requests and implementing stricter cost controls, I helped establish a comprehensive tracking system that decreased agency expenditures by 50% within six months.
- Lead bi-weekly team calls with impactful training and organizational updates.
- Planned and coordinated in-person and virtual job fairs.

Lead Sourcing Specialist

10/2021 – 09/2022

Alexander Mann Solutions Recruitment Process Outsourcing (Dallas, TX)

Proactively designed a multi-faceted sourcing strategy to engage and identify passive candidates. Collaborated with hiring managers and recruiters to fill roles in the following lines of business: HR4HR, Finance, Asset Wealth Management, Compliance and Risk.

- Successfully coached two cohorts of 15 individuals into entry-level Assistant Recruiting. Monitored team performance and progress to ensure members met the criteria for transitioning to full-time Recruiters.
- Built longlist of qualifying candidates and strategically use LinkedIn, indeed, my personal professional networks and other tools to search for candidates in niche markets.
- Compiling data for weekly, monthly, and quarterly reports to present to stakeholders on talent and market trends.

Recruiter/HR Coordinator

01/2018 – 09/2021

Charter Communications (Irving, TX)

Created metrics reporting, which resulted in exceeding hiring targets by 60% through strategic recruiting initiatives. Influenced the direction of HR leaders by executing a plan to provide quality candidates.

- Collaborated with executive leaders to identify training needs to implement talent development and succession planning opportunities to retain internal senior customer service agents.
- Provided accurate query reports on employee data, salary changes, and terminations reports.
- Planned Annual HR related events and initiatives such as Job Fairs, Blood donor drives, Employee Appreciation Week Activities, Mental Health Awareness events.

Parent Coordinator

08/2016 – 01/2018

Milwaukee Public Schools (Milwaukee, WI)

Organized parent groups, stakeholders, and volunteers to support School Governance/PTO meetings, Fundraising events to increase community and parent engagement.

- Increased overall parent involvement by 20% through monthly parent groups, volunteering, and fundraising opportunities.
- Headed external communication to families through school's webpage, newsletter, and all marketing materials for school recruitment events.
- Coordinated and managed a range of family engagement and volunteer events. Handled all aspects of event planning, from budgeting and logistics to coordinating volunteers and working with vendors, ensuring successful execution and positive experiences for attendees.

HR Operations Coordinator

05/2014 – 09/2015

Pearls for Teen Girls, Inc. (Milwaukee, WI)

Oversaw administrative functions including building operations, Human Resources, Payroll, and IT responsibilities.

- Supported CEO and Director of Finance with managing the calendar, writing minutes and calendar management.
- Organized a United Way fundraising campaign that exceeded giving goals by 65% in 2014.
- Engaged in development opportunities through event planning, outreach creation and donor appreciation correspondence for "Inspired to Lead" annual fundraising gala.

EDUCATION

Master of Science, MS in Educational Leadership through Instructional Technology

Cardinal Stritch University, Milwaukee, WI

Bachelor of Science, BS in Business and Marketing

University of Minnesota Twin Cities, Minneapolis, MN

CERTIFICATIONS

Southern Methodist University Full Stack Development Coding Bootcamp

Anticipated Graduation: November 2024

AWS Cloud Practitioner Certification

2023 -2026

Online Instructional Certificate

TECHNICAL SKILLS

SQL, JavaScript, VSS Code, HTML, CSS, Frameworks, REST, Bootstrap, Node.js, GIT, API's, Python and DOM

Human Resources: Alteryx, Tableau, Jira, Oracle, Taleo, Workday, BrassRing, LinkedIn Recruiter, Handshake, Indeed Recruiter, E-Verify, ADP and PeopleSoft