

# Resume

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## Experience

### Head of People (Contract)

**Qsic**, Melbourne – December 2020 to February 2021

I got Qsic set up with an efficient, candidate-friendly hiring process; set up and rolled out applicant tracking, people ops, and onboarding systems; and developed policies including a code of conduct, employee handbook, remote working policy, and gender transitioning policy.

### Talent Acquisition Specialist (Contract)

**A Cloud Guru**, Melbourne – October 2020 to December 2020

A short contract role in which I owned six roles across engineering and design, from sourcing, interviewing, and candidate management to final offer.

Achievements:

- Introduced new tools to the permanent TA team, including [Textio](#) and advanced [Greenhouse](#) reporting.
- Maintained a warm, empathetic, high-touch approach to candidates in a high-volume, fast-paced environment.

### Technical Recruiter

**Automattic**, Remote – February 2018 to February 2020

I was brought in as the first dedicated recruiter, and to own the hiring process end-to-end for software engineers (PHP/JavaScript, iOS, Android). I also assisted with non-technical roles and worked on sourcing, coordination, partner management, application review, screening, interviews, project management, and even a little coding.

Achievements:

- Grew the number of engineering hires 81% year on year.
- Increased our candidate volume by 78% year on year.
- Managed a high volume of candidates (over 150 concurrently at the interview stage or later) while providing an excellent candidate experience.
- Built a pipeline of passive candidates around the world through sourcing via multiple channels.
- Used a data-driven approach to decrease time to hire by 80% through identifying efficiencies and improving processes.
- Maintained an offer acceptance rate above 90%.
- Created our [How We Hire](#) page to give candidates insight into what to expect from our process.

### Technical Recruiter

**Lookahead**, Melbourne/Remote – April 2016 to February 2018

I made a career change to recruitment and never regretted it. Lookahead are technical recruiters who are actually technical. I hired developers for Ruby, JavaScript, iOS and Android roles, worked with some amazing startups, and drank a *lot* of coffee.

Achievements:

- Managed multiple concurrent roles for brand-name clients around Australia.
- Grew and maintained a pipeline of active and passive candidates through sourcing, research, attending conferences and meetups, and becoming a trusted advisor within the developer community.
- Built relationships with clients and candidates that extended far beyond placement.

### Solution Designer/Informatica Developer

**Optus**, Sydney/Melbourne – October 2014 to April 2016

Part of a \$400 million transformation project across Australia and Singapore to consolidate 80+ legacy systems into one integrated billing and customer care application.

### Development Manager

**Optus**, Melbourne – January 2013 to October 2014

Led a team of high-performing full-stack developers and owned the primary CRM platform for customer operations and retail.

### Technical Lead

**Hotglue**, Melbourne – November 2011 to January 2013

Full-stack development of client websites, from simple five-page WordPress sites up to CakePHP/MySQL web applications.

### Senior Solution Developer

**Optus**, Melbourne – August 2007 to November 2011

Full-stack PHP development, stakeholder management and LAMP server maintenance.

## Skills

- Technical recruitment
- Screening
- Interviewing (text-only, voice, and video)
- Sourcing
- Process improvement
- Data analysis & reporting
- Applicant tracking systems (Greenhouse, Lever, Workable, Google Hire)
- Candidate experience
- Public speaking
- Employer branding

## Volunteering

### Ruby Australia

General Member 2016 - 2017 Vice President 2017 - 2017 President 2017 - 2018 Secretary 2020 - Present

**Ruby Australia** is a non-profit organization dedicated to furthering the use and adoption of the Ruby programming language in Australia. Over the years I have served on the association's committee in various roles, and wrote our current [Code of Conduct](#).

### Conference & camp organiser

I was on the organising team for [RubyConf AU 2019](#), and co-organised [Rails Camps in Melbourne](#) (2017) and [Hobart](#) (2018).

### Meetup host & organiser

I was the co-organiser (and usually host) of the [Melbourne Ruby meetup](#) between 2017 and 2019.