

Grant A. Grady

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PROFESSIONAL SUMMARY

Recruiting manager with over 13 years' experience in recruiting as a direct supervisor, technical and non-technical recruiter as well as regional marketing and training program manager. Created and implemented an innovative recruiter training program that utilized key performance indicators and data analytics. Developed professional communication skills with the ability to collaborate ideas in a multi-level environment. Areas of expertise include:

Development of policy	Recruiting Operations	KPI Analytics
ATS utilization	Professional Negotiations	Recruiting Metrics
Full Cycle Recruiting	Leadership and Management	Organizational Communication

EDUCATION AND TRAINING

B.S. Business Administration, Marketing, Columbia Southern University, Orange Beach AL

Certificate, Project Management Columbia Southern University, Orange Beach AL

A.A. Human Resource Management, Community College of the Air Force, Maxwell, AL

A.A. Information Systems Technology, Community College of the Air Force, Maxwell, AL

WORK EXPERIENCE

Talent Acquisitions Partner

Built a talent network within business-specific practitioner communities with a heavy focus on veterans. Sourced, screened, interviewed, negotiated offers and hired candidates to fill open requisitions. Excelled at candidate generation by forging dynamic relationships with military transition specialist, business leaders, hiring managers, and HR business partners to meet talent needs.

Key Results:

- Utilized numerous tools including LinkedIn, Taleo, CareerBuilder, ZipRecruiter, Hiretual, Seekout and others to source and hire a wide variety of candidate types.
- Developed partnerships with numerous military transition and employment assistance organizations including WorkSource, Hire Our Heroes, Work of Honor, Marine for Life, USO Pathfinder and base SLF-TAP coordinators.

Regional Recruiting Supervisor

Developed and conducted metrics and key performance indicators (KPI) analyzation to ensure recruiting targets are accomplished. Established standards and conducted weekly feedback to ensure recruiters are productive, compliant, and safe during daily operations. Provided training, mentoring, and supervision to recruiters in the areas of web-based applicant tracking system, planning, time management, lead generation, sales, applicant processing, marketing, and stress management. Worked directly with the Recruiting Operations Director to develop process to improve the applicant experience and recruiting efficiency with analytical reports, production surveys and best practice reports.

Key Results:

- Supervised team of 8 recruiters and exceed overall mission objective going 103% of assigned goal despite a 100 percent manning turnover.
- Developed and implemented an analytical MS Excel document that graphically visualized each recruiters KPI's that help supervisor provide up-to-date feedback and status.

Recruiter Program Manager, Technical and Management Positions

Established and directed all local process including advanced recruitment techniques to source, process, interview, and qualify high potential applicants encompassing a three-state region with over twenty-five collegiate institutions. Oversaw marketing content and community relationships with military, civic, educational, and community organizations to generate awareness, create partnerships, and attain prospects. Communicated recruitment and employment requirements and opportunities to candidates to ensure a mutually understanding and proper cultural fit into the organization.

Key Results:

- Awarded highest organizations national level recruiting award by exceeding all assigned recruiting objectives and leading the organization in all priority goals and the highest selection rate in the nation.
- Designated subject matter expert on technical recruiting and coached team of 5 recruiters.
- Developed and coordinated quality assurance and tracking product that ensured highest application success rate and insured the meeting of all diversity targets.

Marketing and Logistics Project Manager

Managed 63 vehicle fleet, real estate and telecommunications for 33 geographically separated locations encompassing a three-state region. Provided hands-on-assistance and training in marketing and sales skills to 63 recruiters over a three-year period. Managed multiple national level marketing projects, collaborated with leadership and recruiters to plan and execute a marketing strategy to build relationships with military, civic, educational, and community organizations to generate awareness, enhance relations, and attain prospects. Project manager for all marketing and logistics programs within the organization.

Key Results:

- Awarded highest national level marking award from organization for most effective regional marketing department for highest quality customer outreach and return on investment
- Coached 63 recruiters and provided quarterly and annual analytics and best practices to build pipelines to create and maintain a continual flow of internal and external candidates.
- Successfully managed project to establish 3 new recruiting offices, working directly with the Army Corps of Engineers, accelerated 2 short-notice relocations allowed for continuing operations

RELEVANT WORK HISTORY

Talent Acquisitions Partner, BGIS	Mar – Aug 2019
Technical Talent Sourcer, Corporate Fellowship Program	Jan-Mar 2019
Regional Recruiting Supervisor, U.S. Air Force	2017- 2019
Line Officer Recruiter, U.S. Air Force	2013-2017
Regional Logistics and Marketing Director, U.S. Air Force	2010-2013
Recruiter, U.S. Air Force	2006-2010