

Strategic and proactive recruiting and HR business partner who leaves hiring managers and potential employees feeling valued and thoroughly equipped to succeed. Employee retention and productivity will be positively impacted, which sets the stage for long-term success in creating customer loyalty and greater profitability.

Core Competencies:

- ✓ Employer branding
- ✓ Candidate engagement
- ✓ Company culture
- ✓ TA operations
- ✓ Recruitment / staffing
- ✓ Negotiation
- ✓ Onboarding
- ✓ Candidate pipeline
- ✓ Social media marketing
- ✓ Behavioral based interviewing (BBI)
- ✓ Employee retention
- ✓ Policies and procedures

Professional Experience

VERISTAT • Southborough, MA • November 2014 - Present

Talent Acquisition Consultant

Challenge: Grow the talent pipeline, increase awareness of Veristat as an employer, and recruit active and passive candidates in the cut-throat biotechnology and pharmaceutical industries.

Actions: Revolutionized employer brand by devising a holistic social strategy to grow the talent pipeline and build strong relationships with potential candidates. Advocated for and selected the company's first applicant tracking system (ATS), proposed redistributing departmental responsibilities to better distribute workflow, and partnered with Marketing to champion a complete website redesign.

Results:

- Responsible for 66 percent of the company's new hires in 2016 (a total of 46 new hires), with an average time to fill (TTF) of 42 days and an agency use rate of less than 8 percent.
- Exceeded hiring manager expectations by sourcing several passive candidates that offers were made to in 2015 and 2016, including Vice President of Clinical Operations, Director of Medical Writing, Manager of Biostatistics, Senior Training Manager, and Business Development Director.
- Attracted 143% more visitors to the company's Glassdoor profile in 2015 compared to 2014. In 2016, visitors to Veristat's Glassdoor profile increased by another 58%. In October 2016, the company's Glassdoor page received 2,250 page views, one of the highest number of page views Glassdoor has seen for a company of 200 people.
- The ATS proposal was accepted and contributed to reducing TTF by 25 days in 2015.

EMC CORPORATION (Contractor) • Hopkinton, MA • May 2013 - October 2014

Senior HR Operations Coordinator

Challenge: Support 80 Core and six Executive Recruiters with high volume local, national, and international interview scheduling. Create and monitor executive requisitions, offers, and new hire paperwork.

Actions: Audited new hire paperwork. Spurred simplification of coordination procedures. Wrote SOP manual for incoming Executive Team Senior HR Operations Coordinators.

Results:

- Achieved 100 percent global recruiter compliance for new hire paperwork.

BJ'S WHOLESALE CLUB (Contractor) • Westborough, MA • September 2012 - May 2013

Recruitment Specialist

Challenge: Recruit active candidates for corporate and field positions across the nation.

Actions: Posted employment ads, attended career fairs, scheduled up to 80 interviews per week, performed background checks, and managed the onboarding process.

Results:

- Pioneered staffing plan for all new club openings nation-wide.
- Sponsored redesigning the online application portal to reduce applicant drop-off rate. Advised design and implementation teams assigned to the task. Resulting portal can be viewed at www.careersatbjs.com.

GRADUATE LEVERAGE (Independent Contractor) • Waltham, MA • June 2012 - September 2012

Corporate Recruiter

Challenge: Handle full lifecycle recruiting for a rapidly growing start-up financial services company.

Actions: Utilized full spectrum of recruitment expertise and employed best practices in execution of talent sourcing and acquisition plans for a variety of roles across all departments.

Results:

- Grew client advisor department by 52 percent and lender relations department by 19 percent in 2.5 months.
- Key hires included: general counsel, financial analyst, inside sales representative, and wealth management advisor.

PRIOR POSITIONS

Business Development Specialist, Herb Connolly Auto Group, September 2010 - May 2012

Office Leader, H&R Block, November 2009 - April 2010 (Seasonal)

On Premise Field Manager, Legacy Marketing Partners, March 2009 - May 2012

Freelance Marketing Consultant, May 2006 - May 2012

Degrees and Certifications

Bachelor of Business Administration, American InterContinental University, Schaumburg, IL

- Specialization: **Human Resources Management**, GPA: 4.0 / 4.0

Certifications

- **Social Media Marketing Certification**, Northwestern University, February 2016
- **LinkedIn Certified Professional – Recruiter**, LinkedIn, August 2015
- **Certified Professional Résumé Writer**, Professional Association of Résumé Writers, June 2015
- **Successful Negotiation**, University of Michigan, December 2014