

Strategic and proactive business partner to senior management to guide in the development of performance-based, customer-centric, and market-driven organizations.

### **Key Accomplishments**

- ✓ Reduced Veristat's average time to fill by 25 days in 2015
- ✓ Recognized for outstanding contribution to TA Ops department by EMC in 2014
- ✓ Developed and implemented a staffing plan for all BJ's new club openings on a national level in 2013
- ✓ Grew GL Advisor's customer service department by 52% in two months in 2012

## **Experience & Notable Contributions**

**VERISTAT** • Holliston, MA • November 2014 - Present

*Mid-sized full service contract research organization (CRO) supporting clinical trials.*

### **Talent Acquisition Consultant**

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.

### **Contributions:**

- Expanded talent pipeline by 34 percent in Q1 2015 by suggesting and implementing new pipeline candidate relationship management strategy. Increased visitors to company profile on Glassdoor.com by 143 percent from 2014 to 2015.
- Revolutionized employer brand by devising a holistic social strategy to grow the talent pipeline and build strong relationships with potential candidates.
- Exceeded hiring manager expectations by sourcing several passive candidates that offers were made to in 2015, including Vice President of Clinical Operations, Director of Medical Writing, Senior Training Manager, and Manager of Biostatistics.

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

*Multinational corporation specializing in cloud computing, data storage, and information security solutions.*

### **Senior HR Operations Coordinator**

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.

### **Contributions:**

- Achieved 100% global recruiter compliance for new hire paperwork by conducting quarterly audits.
- More than doubled department efficiency by spurring the simplification of coordination procedures.

**BJ'S WHOLESALE CLUB** (Contractor) • Westborough, MA • September 2012 - May 2013  
*Membership-only retail chain on the United States East Coast.*

### **Recruitment Specialist**

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

#### **Contributions:**

- Scheduled up to 80 interviews per week.
- Developed and implemented staffing plan for all new club openings nation-wide.
- Recommended redesigning the online application portal to reduce applicant drop-off rate and advised design and implementation teams assigned to the task (resulting portal can be viewed at [www.careersatbjs.com](http://www.careersatbjs.com)).

**GRADUATE LEVERAGE** (Independent Contractor) • Waltham, MA • June 2012 - September 2012  
*Financial services start-up firm specializing in student loan consolidations.*

### **Staffing Consultant**

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

#### **Contributions:**

- Grew client advisor department by 52% and lender relations department by 19% in 2.5 months.
- Key hires include: 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

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## **Skills Summary**

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**Microsoft:** Outlook, Word, Excel, PowerPoint

**Applicant Tracking Systems (ATS):** Avature, BrassRing, Monster, PeopleSoft

**Social Media:** Facebook, Glassdoor, Google+, Ladders, LinkedIn, Meetup, Twitter, Wordpress, YouTube

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## **Education**

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**Bachelor of Business Administration**, August 2014

American InterContinental University, Schaumburg, IL

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