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Free Resume Candidate Reference 090422-4

Desired Position: Corporate Recruiting, Training, and Development

Location: Atlanta, GA (Metro)

HUMAN RESOURCE PROFESSIONAL

Corporate Recruiting, Training, and Development

Professional Experience

FIRSTPRO 2008 to 2009

Senior Recruiter

- Responsible for recruiting, orienting, and placing candidates with prospective companies.
- Successfully launched a 40-Hour Club to increase working hours amongst all contract employees.
- Processed and maintained all new hire paperwork including state and federal taxes, direct deposit, and firstPRO policies and procedures.
- Established a paperless operation system for the Finance and Accounting contract division to maintain SOX compliance.
- Communicated daily with the sales team about candidates, and submitted candidate's resumes to open positions.
- Facilitated at least ten interviews per week with prospective candidates and maintained an active database of available candidates.
- Processed weekly payroll for all temporary employees, including collecting and entering timesheets via Empact.
- Maintained a contribution report for upper management and the Finance Division.

TODAYS STAFFING 2005 to 2008

On-Site Account Manager- Honda Financial Services 2007 to 2008

- Developed new and creative ways to obtain additional business from present and prospective business unit users in the account.
- Analyzed the account to determine the potential business to accurately forecast monthly, quarterly,

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and annual business.

- Oversaw all account functions to insure that a sufficient supply of quality temporary employees are available to fill customers needs.
- Led bi-annual Business Review meetings for the client to re-cap previous two quarters of business and to provide a roadmap for the upcoming two quarters.
- Recruited, hired, trained and developed on-site Staffing Specialist.

On-Site Staffing Specialist- Honda Financial Services 2005 to 2007

- Responsible for recruiting, interviewing, and orienting resources to support efficient operation of the organization.
- Accountable for hiring and firing decisions, performance evaluations and career counseling for 52 contracted employees.
- Successfully launched and managed ongoing recognition programs resulting in a 27% improvement in attendance.
- Assisted with the preparation and execution of bi-annual Business Reviews.
- Instituted an Employee of the Month program that produced noticeable results in business unit performance, as well as employee morale.
- Minimized overall personnel costs by gathering market intelligence and periodically conducting formal business reviews.

NORDSTROM CORPORATION 2001 to 2005

Department Manager

- Responsible for managing \$5M of revenue across three top-performing departments to exceed sales and profitability objectives.
- Managed start-up of a new \$1M department exceeding revenue and volume objectives by 83%
- Received formal professional HR training for new managers, including performance management, hiring process and coaching.
- Directed teams of up to ten sales associates with direct responsibility for coaching, mentoring and performance assessment.
- Accountable for all activities affecting the attainment of established goals, including overall planning and implementation of department strategies and tactics, coordination of storewide events and programs, and management of vendor relationships.
- Analyzed daily and weekly sales activity to make corrective marketing and organizational actions resulting in consistent monthly revenue increases.

Recognition and Awards

firstPRO Rising Star- 2008

Most Successful and Creative Event, Nordstrom – April 2003, March 2004, May 2004, June 2004

Department with Highest Monthly Increase in Sales, Nordstrom – April 2003, March 2004, June 2004

Top 5 Departments with Highest Monthly Increase in Sales, Nordstrom – July 2004, December 2004

Educational Background

MIAMI UNIVERSITY – Oxford, OH

Bachelor of Science - Marketing, 2001

Minor in International Business