



Free Resume Candidate Reference WIL090420-GA
Candidate for Human Resources Opportunity

EXPERIENCE

10/06 – Present ADVANCED CAREER TRAINING
ATLANTA, GA

Career Service Coordinator

- Assist students and graduates through workshops, course instruction or personal advisement in the areas of general career exploration, decision-making, resume writing and job search skills
- Maintain an active lead generation system to ensure sufficient job opportunities are available for students and graduates
- Develop, coordinate and assist with externship and work related opportunities for students
- Maintain active and positive relationships with employers to ensure externships and/or job placement for students
- Achieve placement results consistent with Company guidelines and applicable regulatory standards
- Organize and maintain documentation filed on graduates and track employment status

8/06 – 10/06 KAISER PERMANENTE (*Temporary Assignment through Spherion*)
ATLANTA, GA

Human Resources Consultant

(Temporary Assignment Ended)

- Recruited Full Time and PRN Registered Nurses, Licensed Practical Nurses and Medical Assistants for Kaiser's Department of Supplemental Staffing (Float Pool)

4/05 – 4/06
PLANTATION, FL

BROADSPIRE MANAGEMENT SERVICES

Senior Talent Acquisition Specialist

(Position eliminated due to acquisition of the department I recruited for)

- Responsible for recruiting nonexempt and exempt level positions both at the corporate level and for the branch office locations in accordance with state and federal laws and EEO regulations.
- Ensured internal/external job postings were correct and accurate
- Communicated with all levels of management to ascertain specific job requirements or special considerations relating to open positions
- Designed sourcing plans that generated a quality pool of applicants
- Reviewed resumes and electronically forwarded them to supervisors to review
- Updated applicant statuses on-line
- Prescreened candidates for technical and performance skills via phone and/or on-site
- Scheduled interviews for hiring managers at corporate and/or branch office
- Initiated drug screenings and background checks (criminal, social security, education, licenses, certifications, employment references, and/or motor vehicle/credit)
- Extended offers, facilitated salary negotiations, and responds to internal/external applicants not selected for positions
- Completed New Hire forms and forwarded the forms and Open Job Folders to Talent Acquisition Coordinator for processing
- Provided service to customers that exemplified a sense of urgency, follow up, and an overall concern for their open positions

1/01-4/05
YORK, NY

MOUNT SINAI MEDICAL CENTER (MOUNT SINAI NYU HEALTH)

NEW

Senior Staffing Specialist (11/02 – 4/05)

(I left Mount Sinai to relocate to Florida)

- Supervised day to day activities of recruitment support staff and interns
- Recruited, interviewed and hired qualified exempt and non-exempt candidates to ensure that the Medical Center's staffing needs are met
- Oversaw and managed recruiting resources such as the internet, staffing agencies, print advertisements, job fairs and open houses
- Oversaw recruitment administration (verification of educational and professional credentials, obtaining medical clearances)
- Coordinated Mount Sinai Medical Center's representation at career fairs, college career days, open houses and other recruitment venues to maximize visibility and enhance the image of the Medical Center to increase applicant pools
- Coordinated recruiting efforts with other recruiters and hiring managers to ensure compliance and that JCAHO regulatory guidelines are met
- Ensured that policy and procedures are followed in the recruiting process
- Consulted with hiring managers to identify and recommend selected candidates
- Developed, prepared and submitted statistical and written reports.
- Met deadlines and communicate results on a regular and timely basis
- Additional duties as listed under Staffing Specialist description below

Staffing Specialist (1/01 – 11/02)

- Responsible for recruiting and assisting in the selection process for candidates for both exempt and non-exempt positions for various departments within Mount Sinai Hospital and Mount Sinai School of Medicine, both clinical and non-clinical
- Reviewed credentials and evaluate applicants' quality and level of education and experience for purposes of referral and selection recommendations
- Provided clear, concise and accurate information regarding Medical Center policies and procedures, job requirements and benefit information to potential applicants.
- Ensured compliance with legal requirements such as licensure, EEO/AA and immigration status by securing appropriate documentation
- Maintained ongoing contact with department heads to determine staffing needs

- Actively participated in professional career days, job fairs, on-campus recruitment, open houses and related recruitment activities
- Placed advertisements in newspapers, professional journals and on the internet

9/98-12/00 **ATLAS AIR INCORPORATED**
PURCHASE, NY

Human Resources/Staffing Specialist (3/00-12/00)

(The company relocated)

- Responsible for staffing of open positions
- Implemented and managed multiple Human Resource Generalist administrative functions while supporting strategic process improvement changes
- Sourced, screened, interviewed and referred viable candidates to line management
- Posted open positions on industry specific websites
- Managed newly created employee referral program
- Managed the hiring process from sourcing to hire and job closure
- Maintained various reports
- Prepared H1 Visa applications

Human Resource Specialist (9/98-3/00)

- Coordinated the placement of employment postings internally and externally
- Scheduled pre-employment drug screens and informed National Association of Drug Free Employees (NADE) of testing
- Conducted new hire orientations
- Created, maintained and processed Merit Increase Summaries for 500 employees
- Filed EEO-1 and Vets-100 reports

- Provided verification of employment to the extent allowable by company policy
- Obtained Visas for Flight Crew members
- Conducted employee background checks with outside vendor when required
- Updated SAP including inputting new hires, transfers and terminations
- Processed Port Authority and Customs badges for employees requiring ramp access
- Prepared disposition statements for the renewal and return of Port Authority badges
- Interfaced with payroll on new hires, payroll changes and issues
- Interpreted and communicated personnel policies and procedures to staff
- Human Resource Generalist duties as required

EDUCATION
YORK, NY

BERNARD M. BARUCH COLLEGE, CUNY

NEW

Bachelors of Business Administration

Major: Human Resources Management

SKILLS

Microsoft Office, Applicant Tracking Systems as listed below, excellent communication, interpersonal and organizational skills

ATS

Greentree, Hodes iQ, Peopleclick, Icarian

MEMBERSHIPS
Association

Society for Human Resource Management; Baruch College Alumni

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