**EDUCATION**

**James Madison University May 2015**

*College Of Business*

* Bachelor of Business Administration
* Human Resources Management Major
* Dean’s List

**RELEVANT EXPERIENCE**

**Amazon Corporate February 2017-Present**

**Technical Recruiter**

* Responsible for sourcing Software Developer Engineers for Amazon Video across multiple teams
* Articulate in writing a sourcing plan with deliverables, timelines, and continuous tracking of progress or area of opportunities.
* Track sourcing, funnel, and conversion efforts to be able to articulate a story on search efforts and market response.
* Test multiple sourcing & messaging strategies to determine efficiencies in candidate engagement.
* Negotiate on suggested profile changes based off discoverable data.
* Engage passively looking candidates explain the employee value proposition of Consumables and the individual appeal to prospect.
* Profile prospects and gauge chemistry for fit and motivation to transition them from passive to motivated balancing career best interests and position appeal
* Build and maintain network of potential candidates through pro-active market research and on-going relationship management anticipating business preferences and future openings.
* Recommend ideas and strategies related to sourcing such as implementing any new processes and fine tuning standard processes that fit our mission to deliver the highest standards

**TEKSystems. New York, New York June 2015-February 2017**

**Account Management Direct Placement**

*I specialize in the End User Support/Network Infrastructure sector of Information Technology, placing individuals who are entry level to mid-level management in tenure. Individuals include skill sets such as Client Support Specialist, Executive Support, Helpdesk Analyst, Desktop Technician, IT Manager, Project Coordinator, Migration Specialist, and Network Engineers. I have personally placed candidates at some of the largest Fortune 500 companies in NYC, such as Viacom, IBM, Bank of America/ Merrill Lynch, JPMorgan Chase, Health and Hospitals Corporation, NYU, AIG, CBS, Morgan Stanley, McGraw Hill, Saks Fifth Avenue, Bank of New York, State Street, and many others.*

* Responsible for being a SME within the End User Support and Network Infrastructure technical divisions
* Responsible for business development and account management of small, mid-size, and enterprise level clients within an assigned technical product aligned territory
* Consulted and partnered in planning strategic business objectives with our Internal National teams in order to attain corporate goals for my accounts
* Manage entire sales and recruiting process including market research, client contact, proposal delivery, and relationship development of a portfolio
* Negotiated contract terms and pricing with clients for resources and services
* Responsible for all steps associated with client business development, understanding client initiatives, and identifying services or staffing opportunities.
* Responsible for staffing key technical initiatives such as Windows 7 migrations, Office 365 migrations, White Glove Executive support roles, IT Management, and Client Support Roles.
* Responsible for the training and development of recruiter trainees’ including maintaining biweekly meetings regarding training modules
* Responsible for building consultant relationships, understanding the local employment market and consulting with technical candidates to help them advance their long-term careers.
* Created opportunities for strategic alliances and partnerships with colleges, trade schools and technical schools throughout the Greater New York City area including but not limited to YearUp, Per Scholas, and NPower
* Successfully hit multiple career metrics, including generating over $156,000 in revenue per quarter and over $625,000 annually contributing to overall office goals
* Consistently a high ranking Northeast regional performer as compared to my peers for performance
* Edit and reformat resumes as necessary, adding relevant keywords and skills as identified
* Utilized a wide variety of methods to generate candidates including web-based sourcing, internet postings, internal and external networking, job fairs and referrals from current consultants.
* Responsible for the recruitment and management of IT resources in the IT sector specifically End User Support
* Responsible for helping and connecting prospective candidates with their appropriate matches in the IT arena within interactive advertising, legal, financial services, the health care sector, and the state and local government sector
* Responsible for all steps associated with the identification, placement and management of contingent employees
* Interview, pre-qualify, negotiate offers, and close hires. Perform reference checks and coach hiring managers on reference techniques relevant to the opportunity at hand
* On average, conducts 10-15 internal interviews with consultants within a specialized skill-set per requirement
* Responsible for all levels and types of employment; including contract, tempt-to-perm and direct placement models from entry to management level.

**Target Corporation, Washington DC****Summer 2014**

**Executive Intern**

* Delegated break schedules and allotted tasks to my team members to maximize our business's daily productivity as leader on duty.
* Analyzed business metrics and partnered with management to help drive our location's scores upwards.
* Implemented execution plans and collaborated with team members to help drive their personal success with Target.
* Shadowed Target's Human Resources Executive Team Lead and increased my knowledge on the functions of scheduling, onboarding, termination and confidentiality.

**Expeditor’s International, Richmond, Virginia** **May 2012-January 2014**

**Administration and Data-Entry Intern**

* Worked with information systems over an international network to pull and proof essential billing documentation.
* Handled export containerization and summaries for key MeadWestVaco clientele.  I created commercial invoice reports in a timely manner, worked with SAP system during system changeover.
* Learned the basis of supply chain and freight forwarding with global air, and ocean partners.  I worked in the customer's environment, by being stationed in MeadWestVaco offices as a contracted company.
* Progressed to working with the booking team and tackled job rotation. I initiated the standardization of the containerization process manual.

**LEADERSHIP & INVOLVEMENT**

**Zeta Tau Alpha**

*Recruitment Group Leader 2013, 2014*

**Pi Sigma Epsilon**