Meredith D. Baker

meredithdbaker@gmail.com ◾ 415-579-1629 ◾ Berkeley, CA

https://www.linkedin.com/in/meredithdbaker

**Summary of Qualifications**:

* Motivated and creative thinker, excellent with technology and experienced with full cycle recruitment in various roles including Recruiter, Sourcer and Coordinator.
* Proven record of accomplishment adapting to changing priorities, recognizing excellence in individuals, and collaborating cross functionally to improve processes and deliver high quality results.
* Excellent communicator and proactive problem solver who notices details and thrives in a fast paced, rapidly expanding environment.

 **Soft Skills** (not limited to)**:**

Google G Suite, Microsoft Office Suite, macOS, Zoom, Linux, Slack, Asana, LinkedIn Recruiter, Greenhouse, DocuSign, Tableau, Boolean Search, Jobvite, Workday, Oracle, Salesforce, ZenDesk, Calendly, Canva.

 **Professional Experience:**

 **Turner & Townsend (T&T) USA**, San Francisco, California July 2017 – Present

 **Recruitment Consultant (Recruiter, Sourcer, Coordinator)**

* Conduct full cycle international recruiting, including heavy candidate sourcing, screening, relationship management and summary submittal to hiring managers for T&T’s high-profile technology clients’ Billion-dollar development projects.
* Coordinate visa process for applicable new hires.
* Schedule and oversee phone, video and in-person interviews for domestic and international candidates in various time zones.
* Coordinate high volume interview scheduling in a hyper-growth office environment with 4 full-time internal recruiters and 20+ hiring managers.
* Continuously create recruitment processes, trackers and organizational databases used company-wide.
* Utilize and update ATS, trackers and databases to reflect accurate recruitment metrics.
* Create agenda, capture and distribute notes for all recruitment meetings.
* Compile complex job descriptions, post and keep 50+ job postings up-to-date on ATS and LinkedIn Recruiter.
* Consistently post updates hot jobs and recruitment updates on LinkedIn and social media websites.
* Continuously aim to improve professional relationships, focused on providing the best possible internal and external experiences.

**HackerOne**, San Francisco, California April 2017 – June 2017

 **Executive Assistant to VP Team / Recruiting Coordinator** (Temporary)

* Provided logistical and administrative support to Vice President of Customer Success, Marketing, Product and Sales aswell as their extended teams.
* Coordinated batch days, high volume interviews and debriefs via on-site, video conference and telephone.
* Remained a point of contact for candidates throughout the hiring process and coordinated interviews from start to finish ensuring a positive candidate experience.
* Engaged with recruiting team and increased knowledge on candidate sourcing leading to hires of candidates onCustomer Success, Marketing, Product, Sales and IT teams.
* Improved onboarding and training documents and built internal documentation pages on the company wiki for visibilityinto recruiting process for various pipelines.
* Managed executives’ complex calendars, scheduling, expense reports, international travel, and special projects.
* Organized catered meals, team dinners, and assisted with company-wide events and conferences.
* Managed office operations including vendors, purchasing and expense tracking, plus organization and inventory **i**ncluding swag, general supplies snacks and beverages.
* Addressed helpdesk inquiries related to office via ZenDesk.
* Provided a high level of confidentiality when dealing with sensitive materials internally and externally.

 **FINsix**, Menlo Park, California June 2015 – January 2017

 **Executive Assistant to CTO and CEO / Recruiting Coordinator**

* Managed intricate calendars and schedules for CEO, CTO and Engineering Director at a fast-paced Silicon Valley hardware startup.
* Performed full cycle Human Resources and recruiting functions including sourcing, hiring, offer letters, background checks and onboarding for full-time and contract employees.
* Scheduled and coordinated technical and senior candidate screens and interviews via video, phone, onsite and offsite.
* Coordinated frequent international travel arrangements including airfare, lodging, transportation and documentation.
* Gatekeeper for communications and correspondences via email and telephone including Board of Directors and Investors.
* Prepared time-sensitive, confidential database spreadsheets, technical documents and contracts.
* Utilized ZenDesk to resolve support tickets, provide outstanding customer support and compile analytical reports for the executive team.
* Maintained customer and vendor database via NetSuite.
* Designed processes using Keynote and PowerPoint including job descriptions and title hierarchy.
* Monitored and managed social media product reviews including Amazon Marketplace.
* Organized office, completed weekly food order; assisted with ordering, shipping, receiving and reception duties.
* Executed multiple regulatory compliance projects for manufacturer of world’s smallest laptop power supply.
* Leveraged existing relationships with major regulatory compliance agencies in order to expedite product certifications.
* Successfully facilitated initial product and follow-up inspections at manufacturing facilities.
* Constructed product manuals and compliance labels.

 **Administrative Business Consultant**, Berkeley, California (Temporary) January 2015 – June 2015

* Provided administrative and customer support via phone, email and LifeChat for multiple business owners.
* Coordinated business calendars and personal appointments via Google Calendar and MS Outlook.
* Organized clients’ confidential business and personal documents; scanned and created electronic file systems.
* Managed telephone communications and email correspondences via Skype and Google Voice.
* Prepared bids, proposals, contracts, invoices and financial data via Google Sheets and Microsoft Excel.
* Utilized Dropbox and Google Documents with clients for real time document editing.
* Updated business websites and social media including Facebook, Instagram, Twitter and LinkedIn.

 **TUV Rheinland of North America, Inc.,** Pleasanton, California July 2014 – December 2014

 **Regional Sales / Business Development Director**

* Drove new business within TUVR’s electrical consumer products and high-tech industry in Northwest US.
* Developed relationships and networked with startups, new subsidiaries and venture capitalists.
* Created a massive, timely lead database in Salesforce based on market research; Boolean search, and trigger events.
* Provided market research analysis and reporting based on trigger events and industry trends for specific verticals.

 **CORT – A Berkshire Hathaway Company,** New York, New York December 2013 – March 2014

 **Business Development Executive** (Relocated to California)

* Expanded CORT’s ‘Workplace’; Commercial office division in New York City, Long Island, Central New Jersey and Connecticut.
* Provided market research analysis. Utilized social media, various web tools and Salesforce to monitor trigger events forindustry trends in order to target specific verticals.
* Developed a massive, timely lead database in Salesforce based on market research and trigger events.
* Attended strategic networking events and spread awareness; hunted prospects; developed relationships for CORT’sWorkplace sales team.

 **UL LLC & Underwriters Laboratories, Inc.,** Research Triangle Park, North Carolina March 2007 – September 2013

 **Senior Inside Sales / Customer Service Representative**

* Developed national accounts for UL’s Consumer Electronics and Lighting industries.
* Achieved #1 in sales orders and revenue for among all representatives worldwide.
* Grew Northeast accounts from $1.8 to over $4 Million.
* Increased closed orders by 45% and grew customer accounts by at least 15% each year.
* Managed technical projects from start to finish. Trusted liaison for clients and UL engineers.
* Program coordinator for energy efficiency services including Energy Star.
* Collaborated on business development including pricing and process improvement proposals.
* Developed technically complex quotations in Oracle for domestic (UL/cUL) and international (IEC/EN) productevaluations.
* Managed Inside Sales team during manager’s absence.

 **Education:**

* State University of New York College at Oswego – Bachelor of Arts in Communication Studies.
* Program Director of College Radio Station WNYO.
* Paid on-air internship for on-campus NPR station WRVO.