

D. PATTERSON

678.899.7076 / pattersonderian@comcast.net

Professional Experience

Contract Assignment (Time Limited)

2019-2023 Selectek, Inc, (Remote-Contractor) **HRBP Talent Management**

Pruitt Health, (Remote-Contractor) **Talent Acquisition Business Partner**

AMN Healthcare, (Remote-Contractor) **Senior Recruiter II**

Ascent Services, (Remote-Contractor) **Senior Recruiter**

Responsible for the execution, recruitment, direction, organization, and control of the recruitment and sales departments. Worked closely with leadership personnel to coordinate, plan, and execute recruitment and selection tasks. Accountable for identifying and recruiting qualified candidates to ensure optimal staffing

- Leveraged industry knowledge and production expertise to train, coach, and develop team members toward independent productivity, while maintaining a high production level, ultimately impacting revenue
- Managed business operations, and HR personnel transactions.
- Provides targeted and specific coaching to team members.
- Lead and present at team meetings.
- Utilized and managed all available candidate resources including internet inquiries, internal referrals, databases, network of search consultants, and outside website resources, in order to prioritize and contact leads using a high-volume phone strategy. Completed community profiles in order to build relationships with clients, evaluate opportunities, sell mail, and gain first-hand information for candidates.
- Analyzed and provided a determination for all compensation requests that exceed local approving authority. In addition, all requests for allocation & reallocation of position.
- Assists staff with problems encountered and observes accuracy and completeness of appropriate procedures and documentation/forms.
- Full life cycle recruiting with a strategic approach to workforce planning with a focus on recruiting IT, Finance, Contracts Administration, Communications (Visual, Digital and Media), Sales and Research.
- When needed, partnered with managed third-party agencies and search firms to identify and hire candidates.
- Collaborated with hiring managers, HR Business Partners and recruiters on compensation and negotiation with candidates. Managed and maintained relationships with hiring managers and candidates.
- Networking with potential candidates through LinkedIn and social media sources.
- Supervised the effective administration and communication for employee benefit programs for the organization. including health insurance and other flexible benefits programs, workers' compensation, unemployment compensation, Employee Assistance and Return to Work Programs and other agency/institution specific programs.
- Provided information and directives to employees, supervisors, and managers regarding employee relation issues, the grievance process, and personnel policy, practices, and state and federal regulations. Provides technical assistance regarding progressive discipline and assists in overseeing the EEO program.

Self-Employment

2008- Present SIXTHIRTEEN COMPANIES-FOUNDER/CEO /Headhunter

Manage full-desk remote/hybrid recruiting for temporary, temp to hire and direct hire placements across the US. Industries include by are not limited to, General Labor, Construction, Skilled Trades, Administrative, Healthcare, Call Centers, Customer Service, Warehouses, and Hospitality

- Assisted with the management of position management and recruitment process.
- Assisted in developing and/or directing the development of personnel policies and procedures.
- Assure compliance with all personnel policies, procedures, and laws, including State and Federal laws such as Equal Opportunity (EEO), Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), Health Insurance Portability and Accountability Act (HIPAA), Consolidated Omnibus Budget Reconciliation Act (COBRA), and the Fair Labor Standards Act (FLSA), Assisted in taking corrective action when necessary.
- Oversight and coordination of agency training program. Directing personnel engagement and in the design, development, implementation, and evaluation of training strategies for the agency.

D. PATTERSON

RESUME

2008-2015 State of Georgia Employment Services Manager (Department of Juvenile Justice)

Employee Relations & Recruitment Manager (Department of Family & Childrens Services)

Recruiter (Department of Behavioral Health & Developmental Disability)

2007 - 2008 Kennesaw State University - HR Specialist II

2004 - 2006 TRC Staffing Services - Operations / HR Manager

1999 - 2004 Heidelberg USA - Staffing Specialist

Education and Technical Experience

Alabama A & M University
Huntsville, Alabama (No Degree Obtained)

Technical Experience/ Soft Skills Training

Corporate Recruiting · Hiring · Communication · Microsoft Office · Corporate Recruiting · Talent Management · HR Operations · Training · Communication · Data Entry · Customer Service · Supervisory Skills · Management · Customer Relationship Management (CRM) · Operations Management · Talent Management · Payroll · Social Media · Communication · Temporary Staffing · Notary · Signing Agent · Phone Screens · Tech Savy · Candidate Experience · Cold Calling · Sales Management · SAAS · Leadership · Self-starter and have the ability to work independently · Equivalent combination of education and experience in lieu of bachelor's degree ·

Software Applications: Proficiency in Microsoft Outlook, Word, Excel, Gmail, Google Calendar, and Skype
Applicant Tracking Systems (ATS) software: Bullhorn, Workday, Kronos, Peoplesoft SAO Financial Systems and Peoplesoft HCM Salesforce, QuickBooks