

Objective

Over five years' warehouse and customer service experience. Strong work ethic, decision making skills, professional demeanor, and great initiative. Proficient at quickly learning new procedures and taking ownership of diverse projects.

Skills

Change Management, Employee Relations, Recruiting, Onboarding, Strong Communication Skills, Strong Organizational Skills, Strong Work Ethic, Career Development.

Work Experience

Senior Recruiting Manager

ABC Corporation - 2008 – 2009

- Developed and executed associations strategic plan for new Recruiting Program initiative.
- Designed and developed a recruiting function.
- Established a liaison to colleges and universities to promote agency career opportunities, supported the creation of insurance curricula, and facilitated the placement of graduates.
- Developed and initiated an online career center and job posting service.
- Served as a consultant to member agents in the recruiting/hiring process and as a mentor to graduates in internship/job placement process.
- Proactively sourced qualified candidates utilizing multiple tools, such as Internet, referral networking, event planning, recruiting firms, and college/university recruiting.
- Developed a candidate evaluation system specific to independent insurance agencies.

Recruiting Manager

ABC Corporation - 2007 – 2008

- CME Group is the worlds leading and most diverse derivatives marketplace.
- CME Group offers the widest range of global benchmark futures and options available across all major asset classes; The most advanced trading technology; Industry-leading clearing capabilities; A relentless customer focus, serving leading investment and.
- Recruiting Manager Led a staff of up to 4 people on the recruiting team, while continuing to run a full life cycle recruiting desk which averaged 20-30 job openings at any given time Filled at least 80 full time positions per year while maintaining the.
- Lead recruiter working with the energy team to expand their overall headcount by 20 people in their natural gas, crude oil, power and electricity areas.
- Key contributor of the Staffing and Retention Team when Chicago Mercantile Exchange Inc.
- acquired the Chicago Board of Trade and New York Mercantile Exchange Worked closely with senior management team members of the combined companies to help staff their divisions in the new organization Communicate staffing decisions to employees after.
- Became one of two recruiting subject matter experts with both PeopleSoft and Taleo throughout this process Designed, developed and executed behavior based interview training classes that were given to hiring manager.

Education

