Talent Acquisition Manager-HR

ROBERT SMITH

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Objective

Accomplished, Talent Acquisition professional with years of experience in Recruiting, Staffing & Retention. Demonstrated ability to build efficient, reliable teams that work together to achieve goals and exceed expectations.

Skills

HRIS: ADP Workforce Now, Kronos, Ulti-Pro & Microsoft Suites.

Work Experience

Talent Acquisition Manager-HR

DeVry - December 2010 – June 2019

- Manage the HR Operations team including, hiring, work allocation, training, and problem resolution.
- Manage entire HR Service Center, Supervisor, multiple Team Leads, and Service Center Reps in supporting, and International employees with questions regarding benefits.
- Manage recruitment software, assessment, and background vendors to ensure that products align with staffing needs.
- Manage vendor management program enterprise wide, vendor engagement, selection, contract negotiation, compliance, and communications.
- Manage Applicant Tracking System (iCIMS ATS) infrastructure enterprise-wide and handle escalation from the TA team to provide solutions to concerns.
- Responsible for identifying process improvement needs, documentation needs, identify and analyze performance gaps.
- Establishing innovative sourcing/attraction solutions and identifying ways to monitor and manage individual sources results/outcomes against their efforts.

Talent Acquisition Manager

Kforce Technology - 2005 – 2010

- Manages the full life-cycle recruiting process by conducting phone screens and interviews.
- Collaboration with hiring managers, salary negotiations and management of outside vendors.
- Apply strong communication skills to form effective relationships with clients and candidates.
- Key contributions Tracks and reports key metrics designed to measure and predict staffing activity.
- Utilizes CRM system, Outlook, job boards, LinkedIn and data mining to identify top talent.
- Balances numerous deadlines, candidates, consultants, and clients to reach goals.
- Coordinates with Account Managers to understand resource needs and meet aggressive timelines.

Education

Bachelor's in Universi - 1998(Illinois State University - Normal, IL)

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