

WORK EXPERIENCE:

Marsh & McLennan Companies New York, New York

February 2017 to Present

Talent Acquisition Consultant Contract Position

One + year partnership with Alexander Mann Solutions, RPO Provider

Experience working across all operating companies within Marsh & McLennan Companies. Currently work remotely and recruit for positions across the US. Successfully recruited for positions across Marsh Private Client Services division filling roles within personal lines. Also responsible for recruiting for commercial lines as well as functional and technical roles.

- Successfully led staffing of 150+ professionals for Torrent Technologies new National Flood Insurance Program (NFIP) over a 9-month period
- Lead virtual engagement meetings and update calls prior to and throughout the recruiting process for each role
- Recruit employees for insurance and financial services roles as well as Health & Benefits Consulting
- Successfully build strong relationships while working collaboratively with hiring managers and leadership teams
- Produce results-driven sourcing and creating a pipeline of both active and passive candidates with a focused recruiting process and strategy
- Manage full life cycle recruiting
- Maintain data and metrics as well as keeping candidate activity up to date using Workday
- Advocate for Diversity hiring

Kelly Services - Overland Park, KS

October 2016 - February 2017

Amazon Team Lead Recruiting Specialist – Contract Position

- Reporting to client of activity related to seasonal hiring efforts
- Heavy Client Services responsibilities including managing daily information/candidate data tracking, identifying potential areas of improvement, providing information to the client as needed, resolving problems and maintain a high level of customer retention and satisfaction
- Interview, test and place temporary workforce on assignment
- High volume recruiting
- Build relationships with hiring managers and clients
- Career Fair management and attendance
- Source and Recruit for talent via networking, referrals, and job boards.

DST - Kansas City, MO

June 2016 – October 2016

Corporate Recruiter – Contract Position

- High volume recruiter for healthcare call center
- Interview and hire customer service representatives
- Plan and conduct weekly interview days' /career fair events
- Recruit for a variety of positions across health solutions companies
- Source and Recruit for talent via networking, referrals, and job boards.
- Workday ATS

Kansas City Metro

August 2015 – June 2016

Contract Corporate Recruiter

- Full cycle recruiter handling high volume of requisitions
- Establish and build positive relationships with Hiring Managers
- Sourcing candidates to include passive sourcing
- Manage relationships with Temporary Firms
- Networking and social media excellence

B.E. Smith - Lenexa, KS

May 2015 – August 2015

Executive Search Coordinator

- Manage the recruiting cycle of 20+ searches
- Facilitate coordination of interviews and onsite visits for Executive level administrators of Hospitals
- Support Vice President of Senior Executive Search
- Excellent customer service to both clients and candidates

AIG

December 2014 – April 2015

Contract Recruiter/Coordinator

- Support the recruiting efforts of a migration of 150 plus positions from other areas of the country into the Olathe office
- High Volume recruiting
- Sourcing including passive sourcing
- Responsible for onboarding new employees into PeopleFluent software system
- Plan and execute career fairs to facilitate high volume recruiting
- Screening and selecting candidates for opportunities to interview
- Interview coordination

Grundfos Pumps Corporation

May 2013 – January 2014

Human Resources Administrative Assistant

- Successfully planned and executed the companies first take your child to work day for over 150 employees and their children
- Managed the monthly company meeting for 200 people. Agenda, time keeper as well as planned and executed catered lunch monthly
- Successfully increased employee donations for the company Community Blood Drive as the chairman on many campaigns
- Assisted in the successful recruiting process and execution for all US Sales positions
- Managed the new hire orientation process as well as personnel file auditing
- Represented the executive team as well as worked with and planned many executive meetings and retreats

Kansas City Area

February 1999 – May 2013

Contract Recruiter and Human Resource Generalist

- High volume recruiter
- Sourcing active and passive candidates
- Owned a direct sales business which gave me knowledge of sales, recruiting, marketing, time management and networking
- Gained experience in a variety of industries, sizes of companies and computer programs

SOR Inc. Lenexa, KS

May 1997 – February 1999

HR Generalist

Cerner Corporation Kansas City, MO

May 1995 – May 1997

Recruiting Specialist

Robert Half & Accountemps Staffing Firm Kansas City, MO

May 1994 – May 1995

Staffing Manager

EDUCATION: Emporia State University - Emporia, KS

May 1994

Bachelor of Science

Psychology Major/Rehabilitation Minor

SOFTWARE/RECRUITING TOOLS:

Taleo, Workday, Salesforce, ICIMS, Bullhorn, People Fluent, PeopleSoft, HireVue, HiredScore, Hire Bridge, Brass Ring, Kronos, ADP. LinkedIn Recruiter, CareerBuilder Edge, ZipRecruiter, Indeed, MS Office, Outlook