

RECRUITER • HUMAN RESOURCE

Professional, motivational, and supportive recruiter offering the development of ongoing creative sourcing strategies with a goal of selecting outstanding candidates

CORE COMPETENCIES

- ✓ Recruitment
- ✓ Sales & Marketing
- ✓ Interviewing, Evaluation and Placement
- ✓ Public Speaking
- ✓ Problem-Solving & Complaint Resolution
- ✓ Retention
- ✓ Training & Workshop Development
- ✓ Mentor & Tutor

ACADEMIC CREDENTIALS

Master of Business Administration 3/2008
Fontbonne University, St. Louis, MO
Courses: *Human Resource Management, Managerial Finance and Accounting, Business Law, International Marketing*

Bachelor of Arts, Communication 8/2005
Southern Illinois University, Edwardsville, IL
Minor: *Marketing*
Courses: *Advertising Campaigns, Ad Campaign Design, Business and Internet Marketing*

PROFESSIONAL PORTFOLIO

Admissions Recruiter, University of Missouri, St. Louis, MO 1/2007–Present
Challenged to extensively recruit, screen, evaluate and gain applicants interest and commitment to pursue their academic goals. Developed strategies to educate, motivate, support, and retain students until graduation.

- Exceeded personal enrollment goal 68% by selling applicants on the personal and academic benefits provided by the university within six months.
- Successfully persuaded 90% passive applicants to enroll by building rapport, extending encouragement and offering long-term support.
- Generously assist pre-admitted students through the beginning stages of enrollment; admission application, new student orientation and financial aid process.
- Build relationships by conducting ongoing academic follow-up and serving as a motivator, mentor, and tutor.
- Facilitate online training and workshops assisting students with online classrooms and Microsoft Office suites.

Financial Sales Representative, Regional Bank, St. Louis, MO 10/2005–1/2007
Accepted position during company merge and was challenged to independently learn new system program. Cultivated various banking services to build trustworthy relationship providing superior customer service to internal and external clients.

- Mastered new system program and became operational advisor assisting managers and other branch associates.
- Gained trust with senior clients by overcoming financial terminology barrier and delivered persuasive and comprehensive financial presentations.

Sales Manager, Skye Wireless, St. Louis, MO 8/2000–10/2005
Advised and consulted with District Sales Manager on identified strategies to improve under-performing areas and low employee morale. Interviewed, hired, supervised, and evaluated a seven-person sales team while managing business operations: advertising, sales and training.

- Exceeded stores monthly goal and new line activation goal by 15% first month as manager.
- Boosted employee morale by demonstrating leadership and employing an open and honest communication policy.
- Acknowledged as an expert in a complex wireless industry.

TECHNOLOGY/SOFTWARE

Internet, Lotus Notes, Microsoft Excel, Outlook, PowerPoint, Word, Quark Xpress