
PROFESSIONAL SUMMARY AND ACHIEVEMENTS

Human Resources professional with over eight years of experience in full life cycle recruiting, program management, college recruiting, talent advising, internship programs, and strategic hiring. Offers over two years of experience managing teams with a focus on career development, growth, and mentorship.

- Redefined recruiting process at CU Boulder for staff, research, and faculty.
- Successfully filled 400+ positions at the *University of Colorado Boulder*.
- Managed programs at *Satellite Davis* for internship, college recruiting, employee referral, and mentoring.

PROFESSIONAL EXPERIENCE

University of Colorado Boulder **Principal Professional Recruiter**

Boulder, CO
5/18-Present

Recruiting

- Serve as a full life cycle recruiter for all Research Institutes at CU Boulder, as well as the College of Engineering and Applied Science, Athletics, Strategic Relations, and Office of Contract and Grants.
- Meet regularly with hiring managers throughout the search process to ensure compliance and quality of candidates.
- Lead and define the research faculty hiring process for the entire campus, acting as sole consultant for all hires.
- Provide additional recruiting support, such as sourcing and talent advising for hard-to-fill roles, for faculty, research, and staff vacancies.

Training/Coaching

- Provide training to faculty and researchers on using Avature, the new Applicant Tracking System.
- Lead trainings for the Office of Employee Development on topics such as: interviewing, evaluating candidates, diversity outreach, unconscious bias, and highlighting the recruiting process to employees.
- Mentor and coach 14 Recruiting Coordinators on the Talent Acquisition team.
- Trained, coached and mentored two Recruiting Coordinators, who were subsequently promoted to Associate Recruiters, as a result.

Senior Professional Recruiter/Talent Acquisition Specialist

9/16-5/18

Recruiting

- Served as a full life cycle recruiter and talent advisor for Athletics, Strategic Relations, and LASP.
- Met with hiring managers and campus leaders to discuss the recruiting process and strategy to attract top talent.
- Advised hiring managers on the recruiting process, critical interviewing techniques, and value of quality of hire.

Policy and Process Development

- Served as a key member on a team which redesigned the recruiting process at the university.
- Created requirements for Requests for Proposals (RFPs) and implementation of Avature.
- Created guidelines for an internal mobility policy.

Professional Recruiter/Talent Acquisition Specialist

1/16-9/16

- Provided full life cycle recruitment for two of the largest departments on campus: Housing and Dining Services, Arts and Sciences.
- Developed and edited job descriptions.
- Created and recorded critical behavioral interview questions for HireVue video interviews.
- Created recruiting reports with campus business leaders; managed weekly reports on open and filled positions.
- Submitted requests for references via SkillSurvey.
- Acted as a key member on a committee which redesigned the university recruiting process.



PROFESSIONAL EXPERIENCE (continued)

Satellite Davis 2/14-1/16
Senior Recruiting Specialist - College Recruiting and Internship Programs Dulles, VA

Internship Program

- Managed college recruiting and internship program for the Space Systems Group.
- Actively recruited and managed internship program nationally (Virginia, Maryland, Arizona, California).
- Recruited on-site at universities by supporting career fairs, presenting at information sessions with student organizations and initiating new “out of the box” early career outreach.
- Created and developed a robust mentor program for interns.
- Coordinated intern activities throughout the summer to promote networking, educational, and career progression opportunities among senior leaders and early career professionals.

Staffing/Projects

- Worked closely with Senior Executives, hiring managers, and internal teams to determine best outreach to capture new talent for both current and future hiring needs.
- Obtained over 90% success rate converting and retaining interns to full-time employees.
- Managed and executed projects for successful transition of the merger of Satellite Systems and Davis Corporation.

Satellite Systems Corporation 8/10-2/14
Recruiting Specialist Dulles, VA

Internship Program

- Developed and managed internship program for multiple business groups and site locations.
- Managed college recruiting program for the all business groups by coordinating strategic meetings for best outreach and establishing strategic partnerships with universities and professors.
- Advised interns and employees on career opportunities, career progression, and development.

Staffing/Program Management

- Managed relocation program for all site locations; submitted expenses for employees and determined taxable/nontaxable items per federal regulations.
- Extended temporary and full time offers; utilized the applicant tracking system, iCIMS.
- Conducted new hire orientation for temporary, contract, and full-time employees.
- Managed employee and alumni referral programs, working closely with businesses to determine critical needs.
- Completed I-9 employment verifications through E-Verify; ran Affirmative Action Plan (AAP) reports.

COMPUTER SKILLS

Software: Microsoft Word, Excel, PowerPoint, Peoplesoft, Lotus Notes, Outlook, E-Verify, Sum Total, HireVue, SkillSurvey, SharePoint, Zoom

Applicant Tracking Systems: PeopleFluent, iCIMS, Taleo, Avature

EDUCATION/TRAINING

Rice University, Houston, TX **Bachelor of Arts**, Major: English

University of Colorado Boulder

- **University Perspectives Program**, Organizational and Employee Development Training, May 2019
- **Crucial Conversations**, Organizational and Employee Development Training, August 2017
- **The Highly Effective Manager**, Organizational and Employee Development Training, September 2016

PROFESSIONAL ASSOCIATIONS

College and University Professional Association for Human Resources
 Member, 2016-Present

Society for Human Resource Management (SHRM)
 Member, 2014-Present