

Qualifications:

- ♦ Over 15 years of Recruiting expertise with some Human Resources and Sales know-how
- ♦ Intuitive understanding of people and processes
- ♦ Apt at public speaking and audience engagement
- ♦ Strong organization with a talent for multi-tasking
- ♦ Solid communication skills at many levels and through various mediums
- ♦ Genuine team player with team building skills
- ♦ Embraces technology and innovation
- ♦ Self-motivated, proactive, and enthusiastic

Skills:

- ★ Partnering with Sr. Level Management and Leadership in defining and refining talent needs for scaling businesses
- ★ Product Management - gathering expectations and requirements from Stakeholders that helped choose tools such as Applicant Tracking Systems and Performance Management Tool
- ★ Partnering with consultants in building, implementing, training, and roll out of HR related tools and projects
- ★ Reformatting and re-creating job descriptions which convey the voice and culture of the company, expressing details of the requirements and expectations
- ★ Employing unique and creative ways to post open jobs and source viable candidates on a limited budget
- ★ Researching, negotiating use of job boards including, but not limited to, LinkedIn Recruiter, Hired, Indeed, Underdog, Vetterly, Mashable, UnCubed, GitHub and utilizing Boolean search operators
- ★ Providing counsel to Managers in promotions, talent management, succession planning, performance assessment, corrective action plans, terminations, pay changes, leave of absence, etc.
- ★ Keeping up to date on matters regarding employment law, compliance and regulations (i.e. I-9's, FSLA and Wage Notifications)
- ★ Managing administrative HR functions including but not limited to Benefits enrollment, New Hire on-boarding, etc.

Work History:

Business Insider / Insider Inc: New York, NY October 2019 – May 2023

- ♦ **Sr. Technical Recruiter & Project Manager** – Full life-cycle recruitment for Tech, Product, IT and Media teams. Project Managed implementation of ATS (Green House) and Performance Management tool (Betterworks) as well as ad-hoc team projects.

SomethingDigital: New York, NY June – October 2019

- ♦ **Recruitment Consultant** - Oversaw the sourcing, recruitment, screening, and pipelining for **IT/Tech staff** which included but was not limited to **Developers, QA, Project Managers, BA and DevOps**. Created and implemented best practices via LinkedIn, Glassdoor, Indeed, GitHub, etc.

Madison Square Garden (MSG & MSG Ventures): New York, NY / San Francisco, CA January – December 2018

- ♦ **Senior Technical / IT Recruiter (contract)** – Was responsible for sourcing and prescreening **IT and Technical talent** for MSG Corporate, Venues and Ventures (this includes MSG Sphere and Obscura Digital). Positions ranged from **Product / Project Managers, Network (NOC) / Connectivity Directors, Desktop / ITSM Leads and Operations / Cyber Security (SOC)**, etc. Assisted in researching, tracking and building pipelines for **Technical Audio, Visual and Display Engineers**.

Shapeways (3-D Printing): New York & LIC, NY 2017

- ♦ **Senior-People Recruiter** - Oversaw recruitment for Exempt and Non-Exempt positions for corporate office and factory. Roles ranged from **3D Printing Engineers to Software Engineers, IT Tech to Finance and Marketing and Sales** professionals as well as **DC Specialist Production - Operations, Customer Service** in both New York, and the Netherlands.

FreshDirect: LIC, NY 2015 – 2017

- ♦ **Senior Recruiter** - Responsible for Management level and above positions for **Plant, Manufacturing, Kitchen, Facilities, IT and Transportation** as well as all Exempt and Non-Exempt for the Corporate office. This includes, but was not limited to; **Marketing, Ecommerce, Finance, Merchandising, Business Development (Sales), Supply Chain (Purchasing - Inventory), Technology and Engineering**.

Calypso St. Barth: LIC, NY 2013 – 2015

- ♦ **Manager of Talent Acquisition** - Oversaw full life-cycle recruitment efforts for **corporate office** and supported **50+ retail stores** by creating job postings, pre-screening, interviewing / calendar coordination and scheduling, salary negotiation, offers, and onboarding. Created an approval and hiring process for **Temp and Contract** hires. Project Managed the build of ATS with ADP

Acadaca: New York, NY 2013

- ♦ **HR Consultant & Project Manager** - Sourced, recruited, interviewed, and assisted in hiring decisions for **Web Developers, Coders, Project Managers and Creative Freelancers**. Established efficient and compliant HR practice. Provided project management skills for a build out of an internal ATS

Macy's Inc. / Bloomingdales.com - New York, NY

2003 – 2012

Bloomingdales.com:

2008 – 2012

- ♦ **Executive (Technical) Recruiter** - Was responsible for the full recruitment life cycle of all positions within Bloomingdales.com (i.e. **Internet Production (Product and Project Managers, Developers), Marketing (traditional and digital), Site Merchandisers, Buyers/Planners, Creative, Finance, Business and Office Support, IT** etc.)

Macy's Home Store - Human Resources Manager

2007

Macy's East - College Relations Manager (Store-line Businesses)

2003 – 2006

- ♦ **L'Occitane en Provence:** New York, NY - National Recruiter (L'Occitane / Oliviers & Co / La Table / Les Boutiques Clarins)
- ♦ **ClickRadio.com:** New York, NY - Recruiter / Project Manager for Promotions, Sales & Marketing
- ♦ **C3i Inc.:** New York, NY - Recruiter / Recruiting Coordinator

Accomplishments:

- ★ Chosen to lead build and implement two Applicant Tracking Systems and a Performance Management tool
- ★ Created and instituted a new recruitment process that was unique for each department while following company standards
- ★ Crafted training materials and guidelines for Human Resources tools and software
- ★ Recognized for increasing and maintaining an average of 40% diversity hires for college relations program
- ★ In 9 months managed to increase diversity hire by 50% (of 21 hires 10 were of diverse backgrounds 7 were female)
- ★ Led teams within the HR department on special projects such as "Work/Life Balance", "Recruitment and Technology Tools", and Creative Sourcing Techniques (ie Boolean Sourcing), and proactive sourcing
- ★ Created and rolled out Request to Hire, New Hire On-boarding, and IT Set-up procedures and processes, that led to better communication and created enhanced efficiency between departments
- ★ Developed and maintained an Employee Referral program and Internal Open Jobs communication which increased visibility and promotability among employees
- ★ Trained and guided Hiring Managers on behavioral interview techniques (S.T.A.R., interviewing do's, don'ts as well as designing interviewing questions / guides)
- ★ Created an enhanced Kick-off / Intake meeting spreadsheet that allowed Recruiters to fully understand needs of open roles and teams
- ★ Designed on-line Interview Score Cards and Feedback forms which allowed for the collection of data and use of metrics to make final and future hiring decisions
- ★ Re-launched a centralized Store-line Management Development Program (MDP) and Management Internship Program – Growing program from 3 – 5 regions
- ★ Implemented and maintained Open to Hire reports for the corporate and field hiring managers which streamlined priority recruitment as well as planning future hiring requirements
- ★ Maintained an average Open to Hire; 35 positions - Average time to fill; 4 – 6 weeks / Hired an average of 7 – 9 employees per month
- ★ Supported 52 retail stores and corporate office in full life-cycle recruitment efforts adding efficiency to the recruitment process
- ★ Planned, facilitated, and participated in various recruitment events ranging from college and niche career fairs to tech meet ups

Software and Systems Proficiency:

- ♦ Linked In Recruiter - Certified
- ♦ ATS: Greenhouse / iCIMS / Taleo
Lever / Hire / JobVite / Talent Hub
- ♦ Gmail / Outlook / Lotus Notes
- ♦ Microsoft & Google Office Suite
- ♦ Internet and Tech Savvy

Training:

- ♦ Macy's: Diversity Training - The Business Case (Certified)
- ♦ AIRS: Search Station (Boolean Searches)
- ♦ TAG: Prevention of violence in the workplace
- ♦ The Friedman Group:
Recruiting Management – Successful Recruiting certificate
Retail Management - Managing for Success certificate

Retail Management Experience and Other Fun Activities:

Retail experience (14+ years) - Barnes & Noble / Mets Fan Fest / Alphabets / Serendipity 3 / Maraolo Shoes / Anne Klein Accessories Division of Swank, Inc. (internship) / Joan and David Shoes (internship) / Reminiscence

Macy's Day Parade Committee Member and Captain – Recruitment, Communications, Floats, Clown U Captain, and Trained Balloon Handler (served as an extra in the movie "Tower Heist") and "Rollie Award" recipient. **Macy's Fireworks Volunteer** – Barge Management, Audience Participation, Costume Supervision. **Macy's Flower Show** - Costumed Character for If you Give a Mouse a Cookie (*I was the mouse!*) **Gotham Roller Derby & Women's Flat Track Association** – Former Production Manager, Event Volunteer, League Non-Skating Official, Data Manager, "Rinxter" user and trainer / **JDRF – To Write Love on her Arms - American Cancer Society - March of Dimes, AFSP** – Participant

Fun Stuff – Avid Sailor, Amateur Photographer, Play Softball/Volleyball/Darts/Billiards, Fantasy Football Rookie, Words with Friends addict, Coffee and Beer snob, NYC history hound, Pet Lover, Techie/Geek admirer, Love to read, shop, travel, sleep...

Education: Fashion Institute of Technology, New York, NY - Retail Management and Photography