

Qualifications:

- 15 years of recruiting expertise / Over 15 years of Sales and Customer Service experience
- Intuitive understanding of people
- 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
- True team player with team building skills
- Embraces Technology
- Self-motivated, proactive and enthusiastic

Work Experience:

Shapeways: New York, NY

2016 – 2017

Sr. People Recruiter – Created and established new and revised recruitment process that was unique for each department while following a company standards. Partnered with Sr. Level Management and Leadership to help define and refine talent needs for a growing business. Oversaw full life cycle recruitment. **Responsible for Exempt and Non-Exempt positions for Corporate office ranging from 3D Printing Engineers to Software Engineers, IT Tech to Finance and Marketing and Sales professionals and well as DC Specialist Production - Operations, Customer Service in both New York and the Netherlands.**

FreshDirect: LIC, NY

2014 – 2016

Sr. Recruiter – Oversaw full life cycle recruitment. **Responsible for Management 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 is not limited to; Marketing, Ecommerce, Finance, Merchandising, Business Development (Sales), Supply Chain (Purchasing – Inventory) and Technology. Average Open to Hire; 35 positions. Average time to fill; 4 – 6 weeks.

Calypso St. Barth: LIC, NY

2013 – 2014

Manager of Talent Acquisition

- **Supported 52 retail stores and the corporate office in full life-cycle recruitment efforts; job postings, pre-screening, interview/calendar coordination, salary negotiation, offers, onboarding**
- Created interview questions and trained Behavioral Interview skills to Regional, District, Area and Store Managers
- Implemented and maintained Open to Hire reports for the corporate and field hiring managers
- Created and rolled out Request to Hire, New Hire On-boarding, and IT Set-up procedures and processes
- Reformatted and re-created job descriptions for all corporate and field positions
- Updated and set standards for our internet job board as well as 3rd Party Boards
- Developed and maintained an Employee Referral program and Internal Open Jobs communication
- Worked on creating detailed Exempt, Non-Exempt and SOEE job descriptions and classifications
- Set the standard for hiring Interns, Temps, Freelancers and Consultants according to FSLA guidelines

Acadaca: New York, NY

2013

Recruitment & HR Consultant

- **Source, recruit, interview and assist in hiring decisions for Developers, Creative Freelancers and Project Managers**
- Employed unique and creative ways to post open jobs and source viable candidates on a limited budget
- Conducted intake meetings with Managers; created or updated all job descriptions
- Taught and guided Hiring Managers on behavioral interview questions, skills, dos and don'ts
- Updated all matters regarding employment law, compliance and regulations (i.e. I-9's and Wage Notifications)
- Researched, negotiated and began the use of job boards including, but not limited to, LinkedIn Recruiter, Indeed, GitHub and SkillPages
- Provided counsel to President on performance assessment (i.e. promotions, talent management, succession planning, corrective action and terminations)
- Supported individuals with Employee Relations matters
- Managed administrative HR functions including but not limited to Benefits enrollment, New Hire on-boarding, etc
- Implemented a New Hire and 1st day orientation process

Macy's Inc. / Bloomingdales.com:

2003 – 2013

Bloomingdales.com: New York, NY

2007 – 2013

Executive (Technical) Recruiter – **Was responsible for the full recruitment life cycle of all positions within Bloomingdales.com (i.e. Internet Production, Marketing, Site Merchandisers, Buyers/Planners, Creative, Finance, Business Support, IT, etc.)**

- Led teams within the HR department on Special Projects such as "Work/Life Balance", "Recruitment and Technology Tools", and Creative Sourcing Techniques
- Served as senior recruiter on staff with regards to employee relations, recruitment initiatives, setting of team goals and training
- Partnered with hiring managers to discuss and advise on interviewing methods, hiring needs, department structure and budgets
- Created a procedure to manage the processing of VISAs, Independent Contracts/Contractors and Freelancers
- Implemented a process for New Hire onboarding, "New Hire Buddy", and "Who's Who and What's What @ Bcom" Lunch and Learns

Macy's Home Store: New York, NYHuman Resources Manager

- **Recruited, interviewed and assisted in hiring decisions for the IT, Marketing, Creative, Finance and Facilities teams**
- Partnered with managers to identify opportunities to improve team members and overall team performance
- Provided counsel to Managers in performance assessment, including promotions, talent management, succession planning, corrective action, terminations, pay changes, leave of absence, etc.
- Supported individuals with Employees Relation matters (including work performance, time management, behavior, FMLA)
- Oversaw the daily administrative HR functions (i.e. new hire paperwork, employee files, benefits issues, org charts, freelancers' contracts and projects)

Macy's East: New York, NY

2003 – 2007

College Relations Manager (Store-line Businesses)

- **Re-launched a centralized Store-line Management Development Program (MDP) and Management Internship Program**
- Restructured interview skills & techniques; helped out-line qualities for best hires for MDP; scripted recruitment message
- Redesigned Internship program and rolled it out selectively to best regional stores and Store Managers
- Analyzed 8 Macy's East regions for best colleges to recruit MDP candidates and implement Best Recruitment Practices
- Worked with Stores Executive Talent team on Turn/Churn report in order to estimate the annual MDP hiring goals
- Partnered with college career centers, student organizations and professors to help promote the MDP career path
- Made final hiring and MDP placement decisions; extended offers and negotiated start date
- Organized and facilitated all-day assessments
- Served as a mentor/coach for MDP Interns

L'Occitane en Provence: New York, NY

2001 – 2003

National Retail Recruiter (L'Occitane / Oliviers & Co / La Table / Les Boutiques Clarins)

- **Sourced, recruited, interviewed and assisted in hiring decisions for all field management and corporate openings (e.g. Store Managers to Department Directors, IT to Marketing for 4 retail business concepts)**
- Customized comprehensive job descriptions for retail field positions and all newly created corporate positions
- Worked one-on-one with HR Director, Hiring Managers, Regional, District and Area Managers to assess the needs and to ensure the success of the business through proper hiring techniques
- Researched and developed salary ranges for field and corporate employees
- Created and maintained a "Master Staffing" spread sheet for over 90 retail stores
- Train on the "Why?" behind interview questions, as well as what questions not to ask, and why (ex. "Art of Salary Negotiation")
- Extend employment offers, including negotiating salaries and defining bonus structures
- Worked in the retail stores during holiday season and peak holidays

ClickRadio.com: New York, NY 2000 - 2001 Project Manager / Promotions, Sales & Marketing Recruiter**C3i Inc.:** New York, NY 1999 - 2000 Recruiter / Recruiting Coordinator 1998 - 1999 Sales CoordinatorSoftware and Systems Proficiency:

Linked In Recruiter - Certified
 ATS - JobVite/ iCIMS / Taleo /Workable
 CRM - Avature, Siebel, ACT
 Gmail / Outlook / Lotus Notes
 Microsoft & Google Office Suite
 Internet and Tech Savvy

Training:

Macy's: Diversity Training - The Business Case (Certified)
 AIRS: Search Station 7.0
 TAG: Prevention of violence in the workplace
 The Friedman Group:
 Recruiting Management – Successful Recruiting certificate
 Retail Sales 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, and Trained Balloon Handler (served as an extra in the movie "Tower Heist") / **Macy's Fireworks Volunteer** – Barge Management and Audience Participation / **Macy's Flower Show**- Costumed Character (If you Give a Mouse a Cookie – I was the mouse!), Rollie Recipient

Gotham Girls Roller Derby & Women's Flat Track Association – League Non-Skating Official, Event Volunteer, Fundraiser, "Rinxter" user and trainer (2013/14 Rinxstress) / **JDRF / American Cancer Society / March of Dimes, AFSP** – Fundraiser and Walker

Fun Stuff – Avid Sailor, Amateur Photographer, Play Softball/Volley Ball/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