

RECRUITER-IN-CHARGE

Summary

Accomplished and detail-oriented professional offering excellent organizational skills and ability to manage complex projects with accuracy. Excellent communication and management skills, able to deliver informative recommendations to senior leadership regarding long-term strategic planning and decision making. Disciplined approach to tasks and ability to anticipate potential obstacles are attributes which contribute to a strong record of excellence and acknowledgment for "getting the job done."

Highlights

Achieve Global: Professional Selling Skills (PSS) / Professional Selling Skills Coaching (PSC) / Professional Selling Skills Applications (PSA) / Six Sigma Training: Intro to Six Sigma, Lean Strategies, Lean Techniques, Reducing Variation to Improve Quality, Lean Logic, Lean Value

Experience

Recruiter-in-Charge Oct 2010 to Oct 2015

Company Name - City , State

- Windows, Word, Excel, PowerPoint, Outlook, Adobe Pro, Defense Connect Online (DCO), Web- based Contact Management Databases.
- Supervised, developed and led a navy recruiting station of four navy recruiters to identify and attract potential applicants to meet quantitative and qualitative goals through proper use of current directives, processing forms and instructions.
- Possess strong expertise in recruiting practices, recruiting programs, policies and classification techniques.
- Researched market conditions and competitor positions to develop daily canvassing strategies for recruiters to gain competitive advantage and maximize success.
- Facilitated numerous recruiting events and presented detailed information on Navy careers, responsibilities, benefits, expectations and objectives.
- Trained new team members at the organizational level and assisted peers with all aspects of recruiting techniques.
- Conducted production inspections and provided training to recruiting offices within the recruiting district.
- Recommended training programs to assist applicants in meeting qualifications and knowledge; monitored progress and processed new-hire paperwork, including reference / background checks.
- Key Accomplishments & Awards: Led recruiting station to 300% above assigned recruiting goal in 2014 and 2015 Navy Recruiting District Houston Reserve Recruiter of the Year NRD Houston Sailor of the Quarter (3 Occasions) NRD Houston Leading Petty Officer of the Quarter (3 Occasions) NRD Houston Leading Petty Officer of the month (6 Occasions) Navy and Marine Corps Commendation Medal Navy and Marine Corps Achievement Medal Military Outstanding Volunteer Service Medal.

Executive Director Mar 2008 to Sep 2010

Company Name - City , State

- Windows, Word, Excel, PowerPoint, Outlook, Adobe Pro, Web-based Contact Management Systems.
- Marketed legal insurance policies and identity theft protection plans to families, business owners and employees as an employee benefit.
- Worked closely with Human Resource managers to present, offer and set-up legal protection policies to employees as an employee benefit.
- Managed training program for sales force ensuring compliance with parent company's policies and procedures.
- Key Accomplishments: Sold over 1,400 legal/identity theft protection plans Conducted multiple seminars and sales events to groups of up to 300 associates, employees and clients Trained over 1,000 sales representatives on sales techniques and industry policies.

Production Supervisor / Aviation Electronics Technician Sep 1998 to Jan 2008

Company Name - City , State

- Windows, Word, Excel, PowerPoint, Outlook, Adobe Pro, Invoice Management System
- Supervised day-to-day production activities of up to 23 electronic technicians in the testing, troubleshooting and repair of electronic navigation, communication, radar and weapon systems from various military aircraft.
- Maintained and repaired electronic communications systems and in-flight navigation and detection systems on various aircraft utilizing test equipment such as multi-meters, oscilloscopes, distortion analyzers, power meters, electronic module test benches, etc.
- Ensured technicians had proper test equipment, tools, PPE and supplies for completion of daily tasks.
- Conducted annual personnel performance evaluations, counseled, trained and mentored junior technicians.
- Maintained Material Safety Data sheets, logs and records and supply inventory levels.
- Performed scheduled and unscheduled maintenance, troubleshooting, removal, installation, repair, fueling and servicing procedures in accordance with the Navy's policies and procedures.
- Utilized schematics, maintenance instruction manuals, wiring diagrams, hand tools, power tools and soldering irons to locate malfunctions and troubleshoot electronic components, assemblies and systems.
- Key Accomplishments: Planned, executed and supervised the safe and expeditious completion of over 2,900 maintenance actions resulting in a 96 percent Ready-For-Issue rate (items repaired & returned to supply pool) As a Quality Assurance Inspector, inspected technicians work before, during and after the completion of maintenance performed resulting in 6 years and 7,550 flight hours of mishap free operations Directed research, development and implementation of Six Sigma principles; thorough analysis and recommendations enabled the elimination of waste and promoted the development of improved process flow optimizing production by 30 percent within work spaces As Training Program Manager, conducted on-the-job training, monitored over 140 personnel training records and ensured proper professional and safety training was provided to all technicians Awarded Sailor of the Quarter (4 Occasions) Navy and Marine Corps Achievement Medal (3 Occasions) Continued.

Education

Master of Science , Management May 2016 Riddle Aeronautical University - City , State GPA: Summa Cum Laude) GPA: 4.0 Management Summa Cum Laude) GPA: 4.0

Bachelor of Business Administration May 2005 University of La Verne - City , State GPA: Magna Cum Laude GPA: 3.84 Magna Cum Laude GPA: 3.84

Counselor (Professional & Kindred) Apprenticeship Certification September 2015

Interests

Department of Labor, United Services Military Apprenticeship Program

Skills

Adobe, benefits, Coaching, competitive, Contact Management, Contact Management, Counselor, clients, Databases, forms, hand tools, Human Resource, Inspector, instruction, insurance, legal, Logic, market, Excel, Outlook, PowerPoint, Windows, Word, radar, multi-meters, Navy, navigation, organizational, oscilloscopes, personnel, personnel training, policies, power tools, progress, Quality, Quality Assurance, Recruiting, Recruiter, research, Safety, Selling, sales, schematics, seminars, Six Sigma, soldering, supply inventory, test equipment, training programs, troubleshoot, troubleshooting, wiring diagrams

Additional Information

- Department of Labor, United Services Military Apprenticeship Program Active Secret Security Clearance (Expires January 2025)