

## STAFFING COORDINATOR

### Professional Summary

An energetic staffing professional seeking challenging experiences in Talent Acquisition and Talent Management. Solid communication, interpersonal, and organizational skills. Experience in working with upper management and executives to coordinate meetings, travel arrangements and onboarding of new employees.

### Skill Highlights

- Event Coordination
- Microsoft Word, Excel, PowerPoint, Outlook, SharePoint
- BrassRing and Taleo Candidate tracking systems
- Training and experience in Infovision II, Retail Link, and Spectra databases; used to analyze sales numbers and performance, and create progressive goals for upcoming months.

### Professional Experience

07/2015 to Current

Staffing Coordinator Company Name i¼ City , State

- Partner with US Staffing Representatives by scheduling interviews for candidates located in the US and abroad.
- Coordinated travel arrangements for domestic candidates while maintaining HR data through Taleo (BaxTalent) Systems.
- Responsible for processing reports on a weekly basis within Taleo. Also responsible for Source of Hire and Candidate Slate reporting.
- Formed relationships with hiring managers, administrative assistants, and staffing agencies to ensure a smooth and consistent scheduling outcome. Developed relationships with mid to upper level managers and executives.
- Aid hiring managers within the Research and Development, Regulatory, Sales, Quality, IT, Manufacturing, Marketing, Legal, HR, and Finance areas.
- Point of contact for all Candidate Travel Questions.
- Processed invoices and special payment requests for traveling candidates and tracked the progress to completion.
- Assisted with Onboarding of New Hires. Helped maintain data, processed Background checks and I9s. Processed Employee Referral and Hiring Bonus exceptions for Pay Roll.
- Facilitated New Hire Orientation with Talent Management and Business HR colleagues. Ensured New Hires to Baxalta, now Shire had a pleasant, smooth, and informational orientation experience.
- Aided with the onboarding of new employees to the staffing coordinator team by providing training on all of our processes.
- Proactive in pursuing Networking and Business Acumen activities to further my knowledge and experience at Baxalta, now Shire and the healthcare industry.
- Leader of a Workstream dedicated to creating a SharePoint for all information regarding Interview Coordination across multiple sites around North America.

04/2013 to 06/2015

Staffing Coordinator Company Name i¼ City , State

- Partner with US Medical Products and BioScience Staffing Representatives by scheduling interviews for candidates located in the US and abroad.
- Coordinated travel arrangements for domestic candidates while maintaining HR data through BrassRing and Taleo (BaxTalent) Systems.
- Formed relationships with hiring managers, administrative assistants, and staffing agencies to ensure a smooth and consistent scheduling outcome.
- Developed relationships with mid to upper level managers and executives.
- Aid hiring managers within the Research and Development, Regulatory, Sales, Quality, IT, Manufacturing, Marketing, Legal, HR, and Finance areas within the Medical Products and BioScience Businesses of Baxter Healthcare.
- Developed a process used to process last minute travel requests from Staffing Representatives.
- Processed invoices and special payment requests for traveling candidates and tracked the progress to completion.
- Assisted with maintaining new hire paper work, data entry, and audits of their files to make sure all information has been provided for compliance purposes.
- Facilitated New Hire Orientation with Staffing and Business HR colleagues. Ensured New Hires to Baxter had a pleasant, smooth, and informational orientation experience.
- Aided with the onboarding of new employees to the staffing coordinator team by providing training on all of our processes.
- Work with Excel to create reports for Staffing Representatives and Business HR in Medical Products and BioScience organizations to track Open Job Requisitions in BrassRing and Taleo (BaxTalent) systems.
- Proactive in pursuing Networking and Business Acumen activities to further my knowledge and experience at Baxter and the healthcare industry.

06/2012 to 03/2013

Staffing Coordinator Contractor on Assignment at Baxter Healthcare Company Name i¼ City , State

- Partner with US Medical Products and BioScience recruiters by scheduling interviews for candidates located in the US and abroad and travel arrangements for domestic candidates while maintaining HR data through BrassRing.
- Formed relationships with hiring managers and administrative assistants to ensure a smooth and consistent scheduling outcome. Developed relationships with mid to upper level managers and executives.
- Aid hiring managers within the Research and Development, Regulatory, Sales, Quality, and Marketing areas within the Medical Products

and BioScience Businesses of Baxter.

- Processed invoices and special payment requests for traveling candidates and tracked the progress to completion.
- Assisted with maintaining new hire paper work, data entry, and audits of their files to make sure all information has been provided for compliance purposes.
- Work with Excel to create reports for Directors of HR in BioScience to aid in understanding the number of open positions the recruiters were working to fill.

08/2007 to 04/2012

Department Supervisor Company Name i¼ City , State

- Supervisor of the Women's Accessories department. Responsible for the merchandising and sales of the department. Also responsible for overseeing the on-boarding, training, and performance of the new and current associates that work in the department.
- Other department experiences were: Home Department supervisor which included overseeing the commissioned sales Window Department, Shoes Department, Children's Department, and Women's Department.
- Key carrying supervisor that was also tasked with securing the store at night and opening the store in the morning and managing the associates to open and close the store at the same time. Â
- Handled many customer service issues that were resolved to the satisfaction of the customers involved.
- Successfully completed the Manager in Training program for Sales Managers and above.

#### Education and Training

May 2007

Bachelor of Arts : International Business John Brown University i¼ City , State International Business

#### Community Service

Junior Achievement Company Program November 2013-May 2014 Volunteered to help mentor students at Round Lake High School in the Company program for Junior Achievement. We were the first group of Baxter Employees to work with this program through JA. Helped to answer questions as students created a business that they launched to sell products to their school and their community. Led several classes where we had to go over specific information for creating their business plan and operating their business per the guidelines that were set forth by Junior Achievement.

#### Interests

Kayaking, Swimming, Singing in Choirs at Church and in the Community

#### Languages

Intermediate in Spanish

Beginner in Japanese and French

#### Skills

Administrative, Customer Service, Data Entry, Event Coordination, Merchandising,Â Networking,Â Reporting, Scheduling, Travel Arrangements

#### Additional Information

Founding Executive Board member of Baxalta's Business Resource Group, Early Career Professionals. Leader of the Recruitment and Retention Workstream. Analyzed Data surrounding Demographics of Millennial Population at Baxalta. Lead the Leadership Spotlight series where we coordinated one hour slots with senior leaders to give our group members a chance to interact on a more intimate level with senior leadership.