

BUSINESS DEVELOPMENT MANAGER/STAFFING MANAGER

Professional Summary

Innovative Manager seeks position offering opportunities for new professional and personal challenges. Self-starter with a positive, can-do attitude who is driven to learn, improve and succeed. Over 10 years of proactive and indirect diverse recruiting and staffing experience.

Education and Training

2003

Bachelor of Science : Health Science option in Health Management and Marketing California State University of Hayward 1/4 City , State , United States

Skill Highlights

- Staffing management ability
- Proven patience and self-discipline
- Relationship and team building
- Staff training and development
- Critical thinking proficiency
- Compensation/benefits administration
- Skilled negotiator
- Account management
- Excellent written and verbal communicator
- Enthusiastic team player
- Problem solving
- Billing
- Attention to detail
- Recruiting and selection techniques
- Proficient communicator
- Contract review
- Cold calling
- Hiring recommendations
- Interviewing
- Strategic planning
- Multi-tasking ability

Skills

• Proficient with Microsoft Word, Excel, PowerPoint, Access and Outlook Express. • Optimizer, WFX, Stafferlink, Healthtrust, and Bullhorn. Maintaining active databases of various hospital proprietary software technology systems.

Professional Experience

08/2006 to Current

Business Development Manager/Staffing Manager Company Name 1/4 City , State Manage full cycle staffing, recruiting, and maintain a database of clients and applicants that is aligned to the business opportunity in the market for recruitment, staffing, and placement . Responsible for job postings, hiring, interviewing, and training new employees. • Generate new accounts by implementing effective networking and content marketing strategies. Manage budget forecasting, goal setting and performance reporting for all accounts. Negotiate rates to cut costs and benefit corporate partnerships . • Demonstrate knowledge of HIPAA Privacy and Security Regulations. Conduct reference and background checks on all job applicants. Developed creative recruiting strategies that met anticipated staffing needs. Communicate the duties, compensation, benefits and working conditions to all potential candidates. Contact all job applicants to inform them of their application status. Work with Director of Nursing and Human Resource Directors to ensure all healthcare organization is able to support business growth. Coach and counsel employees regarding attendance & performance; mediate employee disputes and complaints. • Respond Onboard new employees in the time reporting and payroll systems . Manage payroll and time and attendance systems.

05/2003 to 08/2008

Staffing Coordinator Company Name 1/4 City , State Created and maintained all absentee calendars, agency nurse schedules and staff meeting minutes. Maintained all confidential personnel files, licensing and CPR compliance records. Develop computerized schedules for assigned nursing units based on established staffing patterns, policies, approved employee preferences, and managers' requests. Revises and adjusts unit schedules as needed in consultation with nurse managers. • Proactively adjusts and allocates core, registry, and float nursing personnel to provide adequate coverage to clinics and inpatient areas to strategically meet real-time staffing requirements in the most cost-effective manner

05/2003 to 08/2008

Staffing Manager Company Name 1/4 City , State Manage full cycle staffing, recruiting, and maintain a database of clients and applicants that is aligned to the business opportunity in the market for recruitment, staffing, and placement . Responsible for job postings, hiring, interviewing, and training new employees. • Generate new accounts by implementing effective networking and content marketing strategies. Manage budget forecasting, goal setting and performance reporting for all accounts. • Negotiate rates to cut costs and benefit corporate partnerships. • Demonstrate knowledge of HIPAA Privacy and Security Regulations. • Conduct reference and background checks on all job applicants. • Developed creative recruiting strategies that met anticipated staffing needs. • Communicate the duties, compensation, benefits and working conditions to all potential candidates. • Contact all job applicants to inform them of their application status. Work with Director of Nursing and Human Resource Directors to ensure all healthcare organization is able to support business growth. Coach and counsel employees regarding attendance & performance; mediate employee disputes and complaints. • Respond • Onboard new employees in the time reporting and payroll systems • • Manage payroll and time and attendance systems.