

## BUSINESS DEVELOPMENT CONSULTANT

### Career Focus

Self starter, customer focused and detail oriented business professional with multiple industry business development experience complemented by staffing industry, and Human Resources experience, specializing in business implementation and recruiting. Proven track record of consistently exceeding corporate objectives and quotas. Highly articulate and persuasive communicator able to reach individuals and groups from all organizational levels. Ability to liaison between clients, Human Resources, sales and management. Strong writing, editing, and presentation skills. Extensive background in Networking, Building Customer Relations, Presentation, Sales & Marketing, Follow up, and Project Coordination. Highly skilled strategic thinker, able to plan and implement client orientation program that achieve organizational objectives and business development goals.

### Summary of Skills

Microsoft Office Programs, SharePoint, PeopleSoft, ADP Payroll, and Internet applications and Research.

### Accomplishments

#### Human Resources

• Reduced employee turnover by 10% in one year.

#### Sales & Marketing

• Increased Accessory World's revenue by 25% in less than 3 months.

#### Recruiting

• Developed recruiting plans, marketed, and hosted job fairs, which filled 120 hard to fill Building Inspector and Plans Examiner vacancies for The City of Houston's Permitting Center in a period of six months, by sourcing and recruiting nationwide.

#### Business Development

• Promoted to the largest territory for Workforce Solutions, post exceeding market share and customer loyalty annual goals, in just over the first quarter of the year in the second largest territory for the organization.

#### Business Management

• Implemented an attendance disclaimer, which significantly decreased hiring event cancellations in current Workforce Solutions Center.

#### Employee Engagement

• Earned 2nd highest fill rate in the region for Workforce Solutions, by improving quality of job postings, and actively encouraging Employment Counselor and Staffing Specialist teams in aggressive recruitment efforts.

### Professional Experience

Company Name City , State Business Development Consultant 01/2015 to Current

- Provide Human Resources, Recruiting, Screening, and staffing services to employers in assigned areas.
- Maintain and build relationships with new and existing clients by providing services, maintaining contact, attending networking events, and being actively involved with targeted professional organizations.
- Network through industry contacts, association memberships, and online.
- Maintain an understanding of employment and business related activities in assigned areas by analyzing data to identify business development opportunities.
- Understand clients' human resource-based needs and suggest appropriate products, provide advice, or otherwise address the issue.
- Follow-up with clients to ensure effective delivery of services and products rendered.
- Develop and process client contracts, renewals, and terminations.

Company Name City , State Recruiting Specialist 01/2014 to 01/2015

- Develop and execute recruiting plans.
- Market and advertise to reach a broader and wider market of candidates.
- Network through industry contacts, association memberships, and online.
- Implementation of programs, policies, and procedures towards workforce management.
- New employee on-boarding, Training and development.
- Administrative duties and record keeping related to the hiring process.

Company Name City , State Owner 02/2011 to 08/2013

- Operated a small business selling fashion accessories both locally, as well as online.
- Direct Sales and Business to Business Sales.
- Developed excellent rapport with all my clients.
- Increased revenue by 25% in less than 3 months.

Company Name City , State Language Arts and Intensive Reading Teacher; Spanish Club Sponsor 09/2006 to 06/2010

- Implemented community service to help benefit needy local residents with programs such as Coats off Our Backs, Can the Principal, Spring School Supply Drive, A Christmas Carol, Military Shoeboxes, and Club Clean-up.
- Successful in advancing students reading level by 88% in a period of one school year.
- Developed and taught lessons following the Voyager Instructional Model to improve students' reading skills.
- Taught all aspects of Reading, English Literature, Grammar, and Writing.
- Prepared students for the Florida's Comprehensive Assessment Test (FCAT).

Company Name City , State Human Resources Manager 08/2003 to 08/2006

- Developed job announcements, carried out and coordinated advertising, recruitment, interview and selection process.
- Administration of employee compensation and benefits, personnel policies, regulatory compliance, and performed quarterly reviews.
- Investigated, documented and resolved personnel issues and complaints at all levels within the hotel.
- Conducted final interview, reviews, reprimands, and exit interviews in order to ensure all labor laws were followed.
- Prepared and followed budgets for personnel operations.

#### Education

MBA : Business Administration Management University of Houston , City , State

Bachelor of Arts : English Literature/Spanish University of Texas , City , State

Teaching Certificate with Reading Endorsement City

#### Languages

Fluent in both English and Spanish.

#### Skills

Administrative duties, ADP Payroll, advertising, Arts, benefits, budgets, business development, contracts, client, clients, delivery, Direct Sales, English, fashion, hiring, human resource, Human Resources, Internet applications, regulatory compliance, Market, Microsoft Office Programs, SharePoint, Network, networking, PeopleSoft, personnel, policies, rapport, Reading, record keeping, Recruiting, recruitment, Research, selling, Sales, Spanish, staffing, Teacher

#### Professional Affiliations

##### **Texas Veterans Commission**

**Houston East End Chamber of Commerce** â€“ Ambassador â€“ January 2015 â€“ present

**Camara de Empresarios Latinos de Houston** â€“ Member â€“ August 2015 â€“ present

**Governor's Small Business Forum** - Committee Member - September 2015

**Houston Hispanic Chamber of Commerce** -Â Volunteer â€“ October 2015 - present