



Practical Experience

- ◆ Recruited 1200 full and part-time workers in a three month time-frame at THINK Together.
- ◆ Hired, trained and managed a recruitment team of 12 at THINK Together.
- ◆ Hired employees in a broad variety of skill areas (IT, Finance, Education, Administrative, Engineering...)
- ◆ Expert with a wide variety of sourcing tools in a high-volume environment including: referral networks, job fairs, proprietary talent pools, internet sourcing, newspapers and job postings, research and cold recruiting.
- ◆ Solid understanding of accounting and fiscal operations, contract management, operational management, human resources, employment issues and community development.
- ◆ Verifiable record of leadership and success as a business leader, and strategic planner.
- ◆ Comfortable interfacing with different individuals, at all levels (within government, university, corporate, education, and non-profit business sectors).
- ◆ Interpersonal, and articulate communication skills, a hands-on management style and ability to address issues and solve problems as they arise.
- ◆ Resourceful, diplomatic, analytical, high integrity along with a good sense of humor.

Work History

Recruiting/HR Manager

8/2008 – Present ~ **Trinet Internet Solutions**, Irvine, CA

I am currently the Recruiting/HR Manager for this award winning interactive marketing agency. My duties include sourcing and hiring new employees, and managing all HR functions in the company for our Irvine and Washington DC offices.

Director of Recruiting

6/2004 – 1/2008 ~ **THINK Together**, Santa Ana, CA

I was the Director of Recruiting at this non-profit after school program for kids. I managed a department of ten recruiters in four regions of Southern California covering 180 program sites. In 2007 due to Prop 49, the organization had to increase the staff from 100 employees to over 1200 within a three month time-frame. The recruitment department met all goals and deadlines for hiring and the accomplishment was featured in the Orange County Business Journal. THINK Together consistently hires 500-600 employees annually due to turnover. A majority of these positions are very difficult to fill due to the nature of the requirements and the candidate's schedules, however 90% of the positions were staffed ahead of projections. I managed the department budget, marketing efforts, and leveraging community relationships to help staff the organization's openings. I created and conducted all new and ongoing trainings for recruiters and established department policies and procedures. I personally sourced, interviewed, and hired over 200 new employees in a variety of positions at the sites and offices. I also handled human resources, information technology, accounting and program responsibilities during my tenure.

Contract Recruiter

8/2003 - 6/2004 ~ **Peerless Staffing**, Seal Beach, CA

Peerless Staffing specialized in recruiting for companies mainly in the IT and finance niches. We delivered staffing services to Fortune 500 corporations and small to mid-sized companies. I created the business out of my past experience launching new projects and my desire to create a company that would benefit the client, the candidate, and our business goals. I closed the operation down in 2004 due to the fact that my other position demanded more of my time than I could devote to this.

Recruiting Manager

4/2000 - 6/2003 ~ **Hiring Link**, Newport Beach, Ca

Hiring Link was Life-Cycle Recruiting software that was developed by my partner at SDS. During the pre-funding stages, I helped create the idea for the software and helped in the design. I handled all external and internal recruiting communications, technical issues, office management duties, and handled candidate response. I helped create some of the idea from an earlier software concept for this company, and helped in the shaping of the technology from its inception. I implemented some of the marketing schemes for this company through our business development division, and I procured several partnerships with local organizations to help push the business model forward. I also handled management of the IT department. This company closed doors when our funding ended and we could not procure more.

Manager of Talent Acquisition

10/1998 - 2/2002 ~ **SDS**, Torrance, Ca

I was a principal and Manager of Talent Acquisition for this staffing agency. I helped place candidates in a variety of positions in a variety of companies, from Fortune 100 clients to start-ups. I helped implement new ideas that led to revenue growth and company growth. Managed new recruiters and helped train personnel in techniques for better recruiting and web searching. I also acted as minor computer hardware technician for the company because of my background working with computers. In that capacity I have handled anything from major computer crashes, to networking problems, to Windows and other software setup and maintenance.

Sales & Marketing Manager

9/1997 - 10/1998 ~ **Cybermeals/Food.com**, Los Angeles, Seattle & Chicago

I was a sales and marketing consultant for this company in the L.A. Metro area, also while doing some travel for the company to Seattle and Chicago. Helped breach the restaurant market for attracting new business in the early stages of this corporation. I handled a core group of 4 salesmen in organizing sales territories and incorporating a sales model. The sales model I defined for the company to follow was adopted nationwide. I took care of any client/company communication issues, and assisted in the development of the partnership with the Chicago Tribune and Cybermeals/Food.com. I managed a small sales team in L.A. and Chicago that signed up over 500 restaurants to the Cybermeals/Food.com program.

Education

8/1990 - 6/2006 ~ CSU-Sacramento, Sacramento, CA. ~ Communications Major ~ Sr. Level

8/1991 - 6/1992 ~ American River College, Sacramento, Ca. ~ *Associate of Arts Degree*

Affiliations

10/2006 - 5/2007 - *Junior Varsity Basketball Coach* ~ **Los Alamitos High School**

10/2001 - 5/2006 - *Head Coach* ~ **National Junior Basketball (NJB)**

12/2007 – *Organizer* – **Ricky Rosas and Family Holiday Drive**

References available upon request.