

JANE SMITH

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TALENT ACQUISITION CONSULTANT

Recruitment | Sourcing | Interviewing | Training and Development | Human Resources

STAFF-RETAINING, PERFORMANCE-ELEVATING TALENT ACQUISITION CONSULTANT with 5+ years' experience coordinating the full recruitment lifecycle to source, interview, onboard, and retain talent that exalts business standards. Invest in the empowerment and trajectory of talent by cultivating strategies that improve human resources, staff training, payroll, and safety operations. Exceptional tenure, showing earnest commitment to a business' mission and goals.

Notable Qualifications:

- ➔ **STRENGTHENED RECRUITING METHODS** by minimizing prolonged, multi-day interviewing to one day, cutting payroll processing time 50%.
- ➔ **DESIGNED AND DEPLOYED A FORTIFIED TRAINING PROGRAM** that accelerated performance, productivity, and business growth, with sales surging 5% annually.
- ➔ **ENACTED STAFF-RETAINING TALENT MANAGEMENT MEASURES** by championing best practices, nurturing employee and leadership collaboration, and cultivating professional development opportunities to retain 95% of staff annually.



CORE COMPETENCIES

- Talent Management
- Training and Development
- Employee Communication
- Business Partnerships
- Recruitment
- Interviewing
- Human Resources
- Budget Management
- Sourcing and Screening
- Onboarding
- Payroll and Compensation
- Policies and Procedures

PROFESSIONAL EXPERIENCE

Mayberry Labs, Hamden, CT

November 2019– Present

Program Manager

Direct and oversee recruitment functions to expand 10 tech startups' operations and attract investors, including job posting, prospecting, interviewing, and onboarding talent. Carry out strategic sourcing, relationship building, business development, and product selling to expand startups' market reach.

- Garnered a 325% attendance increase for an annual product demonstration day by switching to a virtual platform.
- Helped 50% of startups secure investors in three months with results-achieved business development techniques.
- Progressed with interviewing techniques and technology by using video conferencing software.

Castco Wholesale, New Haven, CT

May 2006–February 2020

Transcended to roles of increasing authority to develop, implement, and administer human resources functions covering recruiting, training and development, payroll, workplace safety, and compensation.

Merchandise Manager: May 2018 – February 2020

Directed five managers and supervisors to lead merchandising efforts that produced unprecedented product sales. Trained staff on workplace safety and adherence to Occupational Safety and Health Administration (OSHA) regulations.

- Achieved \$1M in merchandise sales in one year by adjusting to sales trends (a first in store's history).
- Increased sales 6%, year-over-year, through strategic product placement, promotions, and vendor relations.
- Appropriately distributed a 4,000 staffing hours budget, ensuring work hours remained in budget.

CASTCOH WHOLESALE CONTINUED...**Administrative Manager: April 2016–May 2018**

Effectively spearheaded the recruiting, orientation, training, and development programs supporting eight managers, 4600 staff hours, and 11 vendor contracts. Conducted sexual harassment, anti-discrimination, and retaliation training for all managers, supervisors, and employees to uphold Equal Employment Opportunity (EEO) standards. Cohesively facilitated administrative functions in human resources, payroll, inventory, auditing, sales, and vault reconciliation.

- Sustained a 95% retention rate for 320+ employees year-over-year using best practices in hiring, training, and performance management.
- Expedited payroll processing two weeks and cut down multiple orientation sessions by restructuring the interview process to include first and second interview rounds on the same day.
- Drove audit pass rate up 18% to 95% through strict audit compliance measures and performance reviews.
- Trimmed \$20K outside service budget 10% in one month while maintaining quality and productivity.
- Counseled, orientated, and trained 36 managers on safety compliance to maintain a secure workplace.
- Liaised with Costco and workman's compensation attorneys to ensure proper protection from any claims and possible staff injury lawsuits; oversaw investigation analysis for member and employee incidents.



90%
Staff Retention

Front End Manager: January 2016–April 2016

Oversaw 60+ managers, supervisors, cashiers, and cashier assistants to maintain maximum productivity. Ensured all yearly reviews, safety regulations, and performance coaching executed to standard.

- Accounted for all cashiers, ensuring tills replenished adequately and transactions documented.
- Championed team to upsell products and upgrade store memberships using tried and tested customer service techniques.
- Generated more sales by increasing basket size.



Seamless
Staff Training

Assistant Front End Manager: June 2015–January 2016

Supported Front End Manager in all leadership efforts covering cashiering, cash handling, and product upselling.

- Assisted Front End Manager in accounting for daily cash records, staff performance, and attendance.
- Strategically scheduled 75 employees with all shifts covered adequately and hours allocated within budget.
- Used Customer Relationship Management (CRM) software to measure Costco's customer trends and activity.

Supervisor: May 2006–June 2015

Led teams to manage the flow of customers to maximize sales and repeat business.

- Maintained sales floors by setting up new displays, managing inventory, and sustaining cleanliness and order.
- Made appropriate decisions for corrective solutions to customer inquiries and complaints.
- Imparted guidance to new employees to create improvements in production levels.



Effective Employee
Communication

EDUCATION

Bachelor of Science in Business Administration and Management
Christopher Newport University, Newport News, VA

Proficient in Customer Relationship Management (CRM) Software, Microsoft Office Suite, and GSuite