

Experienced Recruiter | Talent Acquisition Expert | Data-Driven Strategist | Microsoft Certified Professional
Austin, Texas, United States

Summary

As a Technical Recruiter, I utilize my data analytics expertise to enhance talent acquisition and hiring strategies for both technical and non-technical roles. With over six years of experience, I specialize in recruiting top-tier talent for innovative tech companies, focusing on technical and hardware positions, cloud computing, AI/ML, and tax professionals. My passion lies in identifying the perfect fit for both candidates and organizations, leveraging market research and talent trends to guide leadership and business groups in strategic recruiting and hiring practices.

I excel in dynamic and collaborative environments, applying my cross-functional coordination, communication, and critical thinking skills to address organizational staffing challenges and successfully place highly qualified candidates. My extensive knowledge spans various social media channels, recruiting tools, and platforms, including Workday, Beamery, Hiretual, ICIMS, Greenhouse, Bull Horn, Google Suite, Power Apps, LinkedIn Recruiter, Microsoft Office Suite, Advanced Excel Data Analytics, QlikSense, Pivot Tables, Power BI, Power Query, Hirevue, and Advanced SQL. Committed to continuous learning and improvement.

Experience

Microsoft

Technical Recruiter for Microsoft via Search Wizards
October 2023 - Present (9 months)

Technical Recruiter supporting the Azure Core Team. Developing and implementing creative solutions resulting in increased hiring volume for technical positions.

- Partnering with hiring managers, Chief of Staff and HR partner teams (Talent Sourcing, Compensation, HRBPs, Compliance) to effectively execute on recruiting strategy

- Managing the candidate relationship from first contact through offer negotiation

Intuit

Recruiter-Data Analyst

June 2023 - October 2023 (5 months)

- Completed short-term Contract- Hiring Credentialed Tax Experts/Tax Associates and Tax Preparation Assistants for Intuit Turbo Tax Live
- Owning the Full life cycle process from Screening Candidates, Verifying Credentials to Offer Extensions/Closing
- Screened, interviewed, and assessed 450+ candidates within 3 months; extended offers to 95% of those interviewed with a 92% acceptance rate.
- Performing data analysis to offer innovative insights that drive talent acquisition strategies. By leveraging tools like Power BI and Google Suite, I've created dashboards that not only visualize data but also tell compelling stories, guiding informed decision-making.
- Leveraging my strong analytical skills and experience using data analysis tools such as Excel Pivot Tables, Alteryx, and Quickbase. As a Recruiting Data Analyst, playing a crucial role in optimizing recruitment processes, improving decision-making, and providing actionable insights to enhance talent acquisition efforts and hiring goals and strategies.
- Utilizing Alteryx to extract and transform recruitment data from various sources, ensuring data accuracy and consistency.
- Using Excel Pivot Tables to perform in-depth analysis of recruiting metrics, including candidate sourcing, application-to-hire ratios, time-to-fill, and cost-per-hire.
- Creating informative and visually appealing reports and dashboards in Quickbase to track key recruitment KPIs and provide real-time insights to stakeholders.
- Applying statistical techniques and predictive modeling in Alteryx to forecast future hiring needs and optimize resource allocation.
- Visualizing data trends and patterns using Excel Pivot Charts and graphs, making it easier for stakeholders to understand and act upon the data.
- Collaborating with the HR and recruiting teams to identify areas for process improvement based on data analysis results.

Microsoft

Technical Sourcing Recruiter

December 2021 - March 2023 (1 year 4 months)

- My role was eliminated in a RIF within Global Talent Acquisition at Microsoft.

Served as the Primary Technical Sourcing Recruiter and a subject matter expert for AR/VR and Mixed-Reality recruiting. Hired Principal level Engineers and Applied Scientist. Led several key business sourcing proactive research projects for insights regarding talent markets.

- Influenced leadership on strategies for widening the funnel and increasing retention using market research.
- Consulted with business groups on strategic recruiting and hiring practices.
- Introduced weekly talent consumption email sharing talent trends and providing factual data on business needs.

Compass

Technical Recruiter

December 2020 - December 2021 (1 year 1 month)

Technical Sourcing Recruiter supporting the Engineering Team at Compass, specifically all things that have to do with the CLOUD, Distributed systems is what it is all about.

- Spearheaded Individual Recruiting for Compass Engineering team Hiring ML engineers, Computer Vision Scientist and Staff AI/Machine Learning Scientists.
- Collaborated closely with hiring managers and teams to create pipelines and implement hiring strategies for niche technical roles.

Amazon

Technical Recruiter

February 2020 - November 2020 (10 months)

Driving Individual Recruiting for Amazon Fashion. Hiring TPM, SDM and Business Intelligence Engineers, for multiple teams in Seattle .

Akvelon, Inc.

Technical Recruiter

June 2019 - January 2020 (8 months)

Work with the Talent Acquisition team and Account Managers to develop strategies that build proactive talent pipelines for our clients and internal positions.

Metrics Maintained: Over 5+ requisitions at a time and made over 3 placements a month.

Infuse technology and operational improvements throughout the talent acquisition lifecycle that improve key recruiting metrics and drive business results.

Promote innovation, continual improvement and action orientation.

Be an individual contributor in talent acquisition in addition to broader managerial responsibilities.

Amazon

Recruiter

November 2018 - May 2019 (7 months)

- Driving Individual Recruiting for Amazon E-commerce. Hiring TPM, SDM and Software Development Engineers, for multiple teams in Seattle and Vancouver BC.
- Strategic and high-volume local, domestic event sourcing for technical positions, specifically Software Development Engineers, Software Development Managers, and Technical Program Managers. I partnered closely with hiring managers and teams to build pipelines and implement hiring strategies to fill the most challenging technical positions.
- Maintain headcount health by hiring to business need
- Monitor scale and efficiencies through the use of automation and technology
- Improve organizational operational excellence
- Provide exemplary candidate experiences and customer experience

Microsoft

University Recruiter

July 2018 - November 2018 (5 months)

Redmond,WA

Conducted first round phone interviews (7 – 9 a day/35+ a week) of technical students for Full Time and Internship Roles for our CoreDev pipeline which includes Software Developers and Program Managers

- Submitted timely feedback through candidate tracking database and ensure quality recommendations
- Consulted with school recruiters, interviewers, and hiring managers to establish solid working relationships
- Maintained high quality pipeline of qualified candidates to deliver against immediate priorities
- Constantly exceeded expectations across phone interviews-to-interview ratio and interview-to-offer ratios for Core Dev candidates. Instrumental in enabling Microsoft to satisfy its hiring and start-date requirements for these roles.
- Met 1:3 ratio, 1 out of every 3 candidate I moved on to final round got an offer – this was the best ratio within my team
- Stayed current with technology trends in and outside of Microsoft to build rapport with IT candidates and assess their technical acumen - coached team members to adopt this practice

Bayside Solutions

Technical Recruiter

October 2017 - July 2018 (10 months)

Pleasanton, CA

Bayside Solutions is an industry-leading provider of staff augmentation and consulting services. Since 2001, we have built our company around a single concept – relationships. We focus on the people we serve. We're straightforward, consistent and 100% accountable. We deliver more intelligent solutions that help our clients and candidates thrive. Bottom line, we have raised the bar in workforce solutions.

- Managed full recruitment life-cycle process by sourcing, screening, qualifying, coordinating interviews, negotiating offers, and closing hires
- Tracked and measure applicant tracking system through Bullhorn
- Developed pipelines of quality talent to deliver the best applicants to clients
- Coordinated with peers and hiring managers to define talent needs to construct and execute plans to fulfill requirements
- Utilized direct sourcing, LinkedIn recruiter, job boards, industry networking, and employee referrals to recruit in-depth applicants
- Built and maintained candidate relationships by providing excellent customer service and professionalism
- Performed warm and cold calling

TechOne

Recruiting Coordinator

May 2017 - September 2017 (5 months)

Provided ongoing verbal and written communication to candidates, recruiters, and hiring managers

Scheduled and coordinated phone interviews, onsite interviews, and candidate feedback sessions

Responsible for the onboarding process of candidates including new-hire paperwork, drug and background testing

Tracked and reported key metrics designed to measure and predict staffing activity

Managed the flow of candidates thorough the recruitment process, from scheduling interviews to bringing new employees on board.

Entered all positions in their applicant tracking system.

Cambridge Integrated Services

Sr. Software Engineer

September 2005 - March 2009 (3 years 7 months)
