

DIRECTOR OF HUMAN RESOURCES

*ADA ▪ Employee Training ▪ Recruiting ▪ Performance Evaluations ▪ Resource Management ▪ Strategic Planning
Needs Assessments ▪ Affirmative Action ▪ Budget Management ▪ Workforce Planning ▪ Policy Interpretation
Program Implementation ▪ Team Development ▪ Employment Staffing ▪ Polices / Procedures*

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Results-oriented, highly accomplished recruiting and human resources professional with over 18 years of experience in the field. Top-tier performer; consistently acknowledged for setting productivity and performance records. Strong combination of applications / technical knowledge with proven leadership and motivational skills. Highly developed organizational skills; maintains high productivity level with heavy workloads.

- ❖ Documented history of boosting recruiting productivity metrics and implementing progressive training programs that yield dynamic results.
- ❖ Excellent leadership and high level management qualities demonstrated through the direction of several highly successful recruiting / market penetration programs throughout career.
- ❖ Exemplary verbal and written communicator who demonstrates professionalism and strengthens the company image when working with outside business contacts.
- ❖ Certified Instructor in Professional Selling Skills; certification credentials in applications and coaching.
- ❖ Bilingual candidate; conversant in French and Spanish.

~ Won District of the Year, Ranking #1 of 31 Districts Nationally ~
~ Four-Time Winner of Recruiting Zone Supervisor of the Year ~
~ Achieved Fastest Recruiting Productivity Turnaround in the Region ~
~ Improved Recruiting District Ranking from 27th to 1st Within One Year ~

PROFESSIONAL EXPERIENCE

UNITED STATES NAVY

CHIEF RECRUITER ~ PHILADELPHIA, PA

2004 – Present

Manage the productivity and staff of 28 recruiting stations covering 42,000 square miles in Pennsylvania, Ohio, and West Virginia. Administer a \$250,000 annual budget. Oversee territory advertising campaigns. Create / implement recruiting market penetration plans and build relationships with regional high schools and universities. Deliver presentations at career fairs, seminars, and conventions. Conduct monthly, quarterly, and annual personnel evaluations; develop and oversee recruiter incentive programs. Generate periodic production reports; assess and evaluate team member presentations. Test and qualify personnel for competency.

- Led the department to the Region North's Enlisted Programs Department of the Year in 2005.
- Achieved 132.6% of new contract goal, all seven diversity goals, and exceeded all accession goals in 2004.
- Directed the Reserve Recruiting area from missing goal in to exceeding 100% of goal in within five months; recognized as the fastest productivity turnaround in the region.
- Improved the district's production per recruiter ranking from #27 to #1 of 31.
- Led the U.S. Navy in personnel advancement rate for the ranks of E-5 and E-6.

CHIEF RECRUITER ~ CLEVELAND, OH**2000 – 2004**

Supervised 108 Recruiters in 26 recruiting stations, covering 75,000 square miles in six states. Served as the primary advisor to senior leadership involving enlisted recruiting matters. Created regional marketing campaigns, developed rapport with regional schools, and deliver recruiting presentations. Trained and evaluated staff and produced production reports for management. Served as the subject matter expert in all areas of recruiting and related systems.

- Credited with positioning the district for its best fiscal year start in over 13 years in 2002 and directed the district in reaching recruiting goals for the first time in 15 years.
- Improved the Cleveland recruiting ranking from #29 to #15 of 35 in 2003.
- Recognized as the catalyst in the district's winning of the Navy Recruiting Region Central District of the Month in March and July of 2001.
- Reduced annual attrition by 9.3%.

RECRUITING TERRITORY SUPERVISOR ~ CINCINNATI, OH**1998 – 2000**

Oversaw operations in the Ohio, Indiana, and Kentucky recruiting zones. Managed five Zone Supervisors and 100+ Recruiters. Served as Chief Recruiter during incumbent's absence. Plan and implement zone recruiting strategies.

- Selected as the Recruiting Zone Supervisor of the Year in 1998 and 1999; led zone to a #1 ranking out of 10 zones.
- Awarded Recruiting Zone Supervisor of the Month for three consecutive months and Zone Supervisor of the Quarter, all within the first three months of assignment.
- Increased the Indiana production rate by 35% during the first four months of assignment.

RECRUITING TERRITORY SUPERVISOR ~ ST. LOUIS, MO**1996 – 1998**

- Awarded Recruiting Zone Supervisor of the Year in 1996 and 1997.
- Led six stations within zone to achieving over 100% of annual goal.
- Managed the largest zone in both geographical area and number of recruiters.

RECRUITING TERRITORY SUPERVISOR ~ OMAHA, NE**1991 – 1995**

- Recognized as the #1 station out of over 1,000 in the U.S. and Puerto Rico in 1994.

EDUCATION

Bachelor of Science in Human Resources Management

University of Pennsylvania ~ Philadelphia, PA ▪ 2006

- GPA: 3.85

Bachelor of Science in Business Management

University of Nebraska ~ Lincoln, NE ▪ 1992

- GPA: 3.55

SOFTWARE SKILLS

MS Word ▪ MS Excel ▪ MS PowerPoint ▪ MS Access ▪ MS Project
Business Objects ▪ Goldmine ▪ HTML