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| **DOUGLAS PRICE**  Senior Human Resources Manager | | |
| **CONTACT INFORMATION**  Columbus, OH  (710) 555-7288  dprice@example.com |  | **EMPLOYMENT HISTORY**  **Senior Human Resources Manager** 2017 - Present  J. C. Penney Columbus, OH   * Coached and counseled all levels of management on proper policy interpretation, implementation, performance management and other employee related issues. * Oversee the complete termination process by arbitrating all termination situations, conducting exit interviews and identifying causes for termination. * Process new and existing associate's HR task as necessary according to state laws and company policies. * Maintained associates’ personnel files, and kept all data correct.   **Recruitment Manager** 2015 - 2017  GCC Dacotha Ithaca, NY   * Support Business Development process initiatives by providing competitive intelligence, strategic recruitment plans based on proposal need and identifying market trends. * Participate in continuous improvement initiatives/Kaizen events for Talent Management and Human Resources. * Created and modified job descriptions within all departments. * Participate in the development and review of job descriptions to attract the best of the best qualified candidates for niche opportunities.   **Senior Recruiter** 2014 - 2015  Cornell University Ithaca, NY   * Prepare necessary documents, job description, screen tests, and interview questions for candidates. * Worked on various openings ranging from entry to director level and positioned company as employer of choice to potential candidates. * Administered the new hire process, including the new hire paperwork and other logistics. * Generate recruitment metric reports both manually and using applicant tracking system (ATS.) * Worked with Senior Management at all three clients in leading the recruitment efforts for all senior- level technology and sales hiring.   **Professional Recruiter** 2011 - 2014  Cornell University Ithaca, NY   * Prescreened potential candidates, performed phone interviews and set up in house interviews for our job recruiters. * Developed and analyzed monthly metrics to report to TA Leadership utilizing Position Manager (ATS) |
| **EDUCATION**  **Some College Courses Medical Assisting Services**  2012 - 2012  Bryan College  El Cajon, CA |  |
| **SKILLS**   * Internet * Job Descriptions * Client Companies * Background Checks * Organizational * Development * Diversity * New Members * Recruitment Process * EEO Exit Interviews |  |