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| **DOUGLAS PRICE**Senior Human Resources Manager |
| **CONTACT INFORMATION** Columbus, OH(710) 555-7288dprice@example.com |  | **EMPLOYMENT HISTORY****Senior Human Resources Manager** 2017 - PresentJ. 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 - 2017GCC 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 - 2015Cornell 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 - 2014Cornell 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)
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| **EDUCATION****Some College Courses Medical Assisting Services**2012 - 2012Bryan CollegeEl Cajon, CA |  |
| **SKILLS*** Internet
* Job Descriptions
* Client Companies
* Background Checks
* Organizational
* Development
* Diversity
* New Members
* Recruitment Process
* EEO Exit Interviews
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