

## Summary

Background features 20+ years of agency side recruiting and staffing with strengths in multiple disciplines: Information Technology; Finance; Call Center; Office Administrative, Clerical and Bookkeeping. Results driven, works as a dedicated individual contributor responsible for stepping in to consult with leadership and quickly fill failed and/or difficult to fill positions. Skilled at honest and patient communications with all parties. Provides a thorough, 'full stack' recruitment process which addresses: sourcing strategies; candidate ranking; behavioral aspect screening and ranking; marketing outreach; prospective candidate solicitation, targeted cold calling, SMS, predictive dialing and e-mail campaigns. Displays a consistent track record of closing open roles in 2 to 4 weeks.

## Skills

Recruiting	Staffing	Technology	Expertise
Full Cycle Recruiting	Behavioral Interviewing	Boolean Logic	Information Technology
Sourcing	Compensation Analysis	MS SQL	C-Level
Screening	Recruiting Analytics	MS Excel - VLOOKUP	Sr. Individual Contributor
Skills Analysis	Metrics Reporting	Power BI Visualizations	Per Diem (exempt/non-exempt)

## Experience

**CAREERFACTOR, LLC** – Killingworth, CT  
Managing Member

2003 – Present

*Founded company to strategically combine the traditional contingency staffing model with a focused, consultant based 'rent-a-recruiter' full stack Recruitment Process Outsourcing (RPO) service for clients throughout CT.*

- Responsible for full life cycle recruitment using a data analytics, MS SQL based approach.
- Uses electronic sourcing and 'key wording' to evaluate best of breed talent.
- Actively solicits the strongest or the best-of-the-best talent through 'push' sourcing strategies combined with active outbound calling for all roles.
- Averages a 1 to 5 presentation to offer ratio (20+ years running).
- Able to source candidates who are highly marketable and/or in high demand through priority presentation.
- Closes complex offers using pre-offer acceptance model ensuring 99% candidate delivery.
- Maintains a high level of communication to both corporate decision makers and candidates throughout the hiring process.
- Assesses talent using profile metrics and 'must have' criteria to streamline the candidate presentation process.
- Builds candidate 'pools' based on position requirements to provide 'pipelining' and targeted email-SMS campaigns.
- Authors landing pages for electronic marketing campaigns.
- Utilizes Boolean logic and MS SQL Server ranking algorithms to mine, rank and qualify candidates based on customer defined technical skills and behavioral aspects.
- Leverages open internet searches to augment sourcing process.
- Conducts behavioral interviewing to ascertain 'soft skills' of candidates rounding out candidate profiles for submission purposes.
- Responsible for the end-to-end recruitment process outsourcing (RPO) for over 35 clients based in CT, NY, RI and Mass.
- Works with HR and hiring managers to address candidate sourcing/screening strategies.
- Works with HR and hiring managers to ascertain legitimate salary / hourly rate targets for search assignments.
- Creates accurate candidate transcripts in ATS to ensure compliance
- Advises authorities regarding offers, candidate start dates, background checks while implementing the necessary on-boarding procedures.
- Has a 98% offer to close ratio for 20+ years running.

## Results

- |                                 |                                   |                                 |
|---------------------------------|-----------------------------------|---------------------------------|
| • 1100+ candidates placed       | • \$400K Y-O-Y billing            | • Candidate ranking methodology |
| • 300+ call center roles filled | • \$100K Staff Augmentation Y-O-Y | • Data analytics on each search |

## **Contract recruiting assignments:**

- Roofers Local 12 – North Haven, CT – Office Manager, Bookkeeper - Quickbooks
- Safe Home Security, Inc. (Medguard), Middletown, CT – Call Center Specialists, Inside Sales Representatives, Collections, Collections Supervisor, Level 1-2 Helpdesk, Director IT, Corporate Controller, Outside Sales
- Pearl Interactive Network Contact / Call Center Solutions – Columbus, OH – CARES Act Call center representatives (OH, FL, CO, KY, TX, NC, SC, GA, IN, TN, AZ)
- SEIU (Service Employees International Union) Local 1199 – Hartford, CT – Controller- CFO
- Insulators Local Union 33 – Wallingford, CT - Office Manager, Bookkeeper - Quickbooks
- IBEW (International Brotherhood of Electrical Workers) Local Union 488 – Monroe, CT - Office Manager, Bookkeeper - Quickbooks
- UFCW (United Food & Commercial Workers) Local Union 371 – Westport, CT – Office Manager – Quickbooks
- Iron Worker's Local Union 15 & 424 – Meriden, CT – Office Manager - Quickbooks
- TOOLS 4 DATA – Killingworth, CT – Inside Sales, Level 1-2 Support
- Connecticut Carpenter's Union Benefit Fund – Middletown, CT – Office Manager – Quickbooks
- Compassionate Care – Branford, CT – Week-end On-call Scheduling Specialist
- Diversified Distribution – Woonsocket, RI – Corporate Controller, Accounting Manager
- Immediate Mailing Services, Inc. – Syracuse, NY – C# .net Developer, Printnet-T, Manager, IT
- Specialty Metal Fabrications – Meriden, CT – Office Manager, Quickbooks
- 3XCORP – Windsor, CT – PHP LAMP Developers, Ext. JS, DBA, Web Content Developer
- Guilmartin DiPiro & Sokolowski LLC, CPA's – Middletown, CT – Accountant's (Tax-Audit)
- Novak & Francella, CPA's – Killingworth, CT – Sr. Auditor, Accountant, Tax Preparer
- Profitec Corp. – Wallingford, Connecticut – C# .net, Web Developers
- Lentner Technology Integrators – Wilton, Connecticut – Level 2 WAN Engineers, Office Manager- Quickbooks
- Payveris – Wethersfield, Connecticut – J2EE, DBA, Data Analysts
- Vector Software – West Greenwich, Rhode Island – Account Executive, Controller, Software QA Engineer, Python
- The National Groups – Meriden, Connecticut – Controller, Loss Mitigation Specialists, REO Manager, c# .net developers, Short Sale Asset Managers, Staff Recruiters

## **Contract Recruiting Tasks:**

- Actively recruiting executive and non-executive talent, on a contract basis, in CT, RI, MA, CO, AZ, OH, GA, TX, and California.
- Implemented full life cycle recruitment strategies – sourcing, closing offers and on-boarding assistance.
- Modified and worked with company leadership to soften position descriptions to create ad flow
- Re-wrote and edited position descriptions to wrap around effective on-line sourcing methods
- Improved on existing recruitment strategies in order to deliver candidates for hard-to-fill roles
- Based on tight deadlines, successfully sourced talent at all levels including executive and individual contributor
- Maintained a 24/7 level of communication to both hiring managers and candidates
- Advised on talent profile metrics and 'must have' criteria to augment the candidate presentation process
- Established candidate 'pools' based on position requirements to provide 'pipelining' and targeted email campaigns for call center hiring.
- Built web-based campaigns for push recruiting open requisitions to candidates using landing pages
- Used advanced Boolean logic and MS SQL Server to extract and rank candidates
- Used open internet search methods to augment job board flow (LinkedIn, use groups)
- Attentively pre-screened and pre-closed 'targeted' candidates based on interest level, geography and compensation requirements.
- Implemented behavioral interviewing techniques, when necessary, to profile candidates based on 'soft skills'
- Provided sourcing and recruiting training and development programs for less knowledgeable staff.

## **JFW ASSOCIATES, LLC – Guilford, CT**

1995-2003

### **Partner**

- Grew average annual 'cash-in' revenue from \$250K to \$4M.
- Hired, trained, supervised and mentored 12 technical recruiters and 3 support personnel.
- Contributed to opening 180 new accounts with cumulative revenues in excess of \$8M.
- Personally opened 60 new accounts that produced total revenues in excess of \$4M.
- Developed, maintained and supported a client server ATS for inter-office candidate and customer activity.

## **AUTOMATIC DATA PROCESSING– Milford, CT**

1984-1994

National Accounts District Manager

- Achieved President’s club (quota achievement in excess of 100% of plan) 8 out of 9 quota carrying years.
- Nationally ranked in the top 10% of sales associates 5 times in 8 years as a quota carrier.

Education

<b>BOSTON COLLEGE</b> , Chestnut Hill, Massachusetts	1984
Carroll School of Management, Bachelor of Science, Marketing	
John J. Quirk Coach’s Award – BCAA	1983

References

Furnished Upon Request