

Spark Your Resume

Atlanta, GA • C: 404-459-6303 • E: hello@sparkyourresume.com

<https://www.linkedin.com/company/spark-your-resume>

PROFESSIONAL SUMMARY

Methodical, detail-oriented professional with experience in applied behavioral analysis, consumer loans, and healthcare recruiting. Highly motivated professional with a proven history of achieving expectations by using effective communication and strengthening client relationships. Utilizes effective management while also creating long-term, purposeful partnerships with organizations. Possesses knowledge of children behavior, loan applications, negotiation, and project management. Determined to implement strategies that fulfill client's needs, deepens community ties, and increases revenue opportunities.

SKILLS

- | | | |
|------------------------------|-----------------------|------------------------|
| • Behavioral Plan Management | • Conflict Resolution | • Project Management |
| • Candidate Sourcing | • Financial Numeracy | • Business Development |
| • Emotional Intelligence | • Data Analysis | • Sales Prospecting |
| • Employee Development | • Candidate Sourcing | • Team Collaboration |

PROFESSIONAL EXPERIENCE

Maxim Healthcare Services

Healthcare Recruiter

May 2019-Present

Atlanta, GA

Overview: Possesses powerful listening and communication skills, utilized to build strong relationships with healthcare hiring managers in multiple regions. Coordinates sourcing, candidate selection, interviewing, and relationship management after placement. Collaborates with team members to strengthen recruiting outreach and increase new hire placements.

- Streamline marketing initiatives by deepening community and institution relations, driving branding initiatives, and developing social media marketing material, **accelerating job response rates online by 30%.**
- Train, monitor, and direct employee protocols through onboarding, **maximizing team knowledge and employee productivity.**
- Collaborate with management to determine job qualifications, candidate interviews, and negotiate schedules, **expediting new hire placement by 15%.**
- Provide key metric and insight reports to business leaders and identify lead accounts, target skill sets, and key market sectors, **advancing application submissions by 20%.**

Tower Loan

Branch Manager

April 2015-January 2019

Kennett, MO

Overview: Developed, implemented, and sustained programs, policies, and practices related to loan compliance and risk management for consumer operations. Cultivated partnerships with clients and corporate stakeholders to develop valuable relations. Created effective programs and employee training methods to increase profit gain.

- Assessed budget plans, protected company assets, and capitalized on community opportunities, **boosting profit by \$240,000 and expanded sales team from one to five personnel.**
- Evaluated credit applications to revise loan approvals and denials based on application reviews, **generating \$20-30K in revenue and \$100-200K loans monthly.**
- Managed recruiting, interviewing, hiring, firing, and training additionally established a mentoring program providing feedback, **leading to increased employee retention and participation.**
- Prevented mishandling of data and complied with regulatory practices, **achieving 100% confidentiality of bank records and client information.**

EDUCATION

Spring Hill College, Mobile, Alabama

Bachelor of Science in Psychology

May 2014