

## Work History

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### **Operations Manager**

*Supplemental Health Care – Buffalo, NY*

5/2017 – Present

- Responsible for Training and Development of 100+ Recruiters.
- Redesigned onboarding practices and procedures to ensure success of new and tenure Recruiters.
- Collaborating on companywide training initiatives; Travel, Local, Nursing, and Allied.
- Building maintenance liaison; First responder to any building security or IT issues.

### **Recruiting Manager**

*Supplemental Health Care – Buffalo NY*

11/2015 – 5/2017

- Recruit and Retain Registered Nurses for Travel positions across the country.
- Maintained a >80% Retention average and achieved top 30% of Recruiting Managers for Travel Nursing.
- Utilized all resources to recruit; Social Media, Database Mining, Referrals.
- Qualified twice for 20+ Club.

### **Recruiting Coordinator**

*Supplemental Health Care – Buffalo, NY*

04/2015-11/2015

- Supported and maintained organization for top Recruiting Manager- turned Divisional Manager.
- Worked to help maintain an environment of high morale and motivation.
- Maintained a problem-solving attitude under stressful circumstances.

### **Advertising Employment Specialist**

*Fairbanks Daily News-Miner - Fairbanks, AK*

6/2014 to 02/2015

- Coordinates and collaborates with the Sales Directors to successfully grow Advertising Revenue.
- Ad proofing with clients from concept to finalized product.
- Works collaboratively with the finance and billing teams to research invoice and account billing discrepancies.

### **Personnel Officer – (Manpower, Services & Personnel)**

*United States Air Force - Joint Base Andrews, MD/Eielson AFB, AK*

6/2010 to 9/2014

- Served as a leader of Air Force employees by interpreting and administering contracts and helping resolve work-related problems.
- Advised managers on organizational policy matters such as equal employment opportunity and sexual harassment and recommend needed changes.
- Performed difficult staffing duties, including dealing with under staffing, refereeing disputes, firing employees, and administering disciplinary procedures.

## Education

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**Bachelor of Arts:** Mass Communications, 2010

**Mary Baldwin College** - Staunton, VA

- Triple Minor in Peacemaking Conflict Resolution, Leadership and Asian Studies.
  - Air Force ROTC Scholarship recipient
  - Collegiate Athlete
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