

Professional Summary

With 15 years as an HR professional specializing in executive recruitment and technical recruitment in corporate, agency, and contracting environments, my career path has bridged my passion with my skills for creating meaningful workplace connections. Whether building teams or team building, my expertise creates a strong foundation for a prosperous work culture.

Experience

Quotient, Inc. | HR Team, Lead Recruiter | February 2022- March 2025

Quotient builds digital solutions for federal clients. Core services include project & program management, content management, web design & development, application development, cybersecurity, cloud engineering, and systems engineering. In 2024, Quotient was acquired by Virtual Technologies Groups (VTG) via private equity firm, Jacmel Partners.

- Developed and performed recruitment strategies for a government contracting company, providing digital and professional services embedded throughout many government agencies including the Smithsonian Institution, NASA, National Institutes of Health (NIH), and DOD clients.
- Defined current and future hiring needs with cross-functional leadership for workforce planning and GovCon proposals.
- Simultaneous end-to-end recruitment of wide range of job openings, including executive and c-suite recruitment, corporate recruiting/ internal operations, external client recruitment, sales team recruitment, technical recruitment (including software/ full stack/ backend/ frontend web development, DevOps, AWS/ Azure cloud engineering, solutions architects), librarians, and neuroscientists.
- Composed job descriptions, postings, written and verbal screening questions, interview processes, and followed through with private and customized interview scheduling using Google Meet and Microsoft Teams.
- Participated and presented in weekly HR team meetings and bi-weekly operations team meetings with leadership.
- Utilized AI tools (Gemini, ChatGPT, etc.) for administrative efficiencies.
- Collaborated using cloud-based document management systems including Google Workspace, Microsoft SharePoint.
- Communicate effectively through in-person, video, phone, and instant message (Google Chat, Teams Chat, and Slack).
- Managed contracts and tracked budget for 3rd party sites for background checks (VerifiedFirst) and other recruitment tools (ClearanceJobs, Dice, ZipRecruiter, Zoom Info, Indeed, and LinkedIn Recruiter lite).
- Implementation, administration, and thorough utilization of applicant tracking systems (ATS): JazzHR and Paylocity.

Contracts, Freelance & Short Term Engagements | Washington, DC | November 2008- present

Contracting allowed deep insight into multiple business verticals including non-profit, utilities, government, and technology partnerships while making time to lean into parenting. These experiences include:

Freelance Consultant | DC Improv, ComedySportz, Laughter on Call, Chicago Improv Productions | Nov 2008-present

- Conduct in-person and virtual team-building, leadership, customizable workshops through the lens of comedy.
 - Clients range from Fortune 500, military leaders and on-base events, local & international organizations.
 - Other positions include Director of Education for Laugh Index Theater, Director of multiple groups with weekly rehearsals and multiple shows every week. Performed over 2,000 shows.

AARP | Talent Acquisition Advisor | July 2015- May 2016

- Selected by AARP's largest business unit to recruit for an unprecedented hiring initiative.
- Filled over 35 high-level, full-time roles in 10 months, including 17 Vice President positions.
- Partnered with hiring managers in order to understand initiatives, team dynamics, and details of open positions.
- Full life-cycle recruitment of staff across AARP included creating recruitment strategies, posting jobs, sourcing/ screening/ selecting/ scheduling candidates, compiling detailed salary analysis, verbal and written offers, and on-boarding instruction/ documentation in PeopleSoft.
- Collaborated with HR Business Partners to ensure satisfaction for internal clients and candidates.

Computer Enterprise, Inc (CEI) | Senior Regional Resource Manager | June 2016- November 2016

- Aligned with CEI's operations team to deliver customized solutions for their clients in the DC Metro Area and a Microsoft Managed Partner, Azure Everywhere Gold Partner, SharePoint DPS Partner, etc as the sole recruiter for the Solutions division.
- Engaged in daily conference calls with other regional leadership to discuss recruitment strategy.
- Utilize online recruiting sites (ZipRecruiter, LinkedIn, Dice, etc.) to post jobs and connect with candidates.

Networking for Future (NFF) | Senior Technical Recruiter | August 2017- January 2018

- Provided technical staffing services to clients in the DC area including local and federal government, utilities, transportation, and other commercial clients as a Cisco Partner- Gold Integrator.
- Represented NFF at various networking events; attended conferences and workshops within the industry.

Allegis Group | October 2009- July 2015

*Through operating companies, such as **Allegis Global Solutions (AGS)** and **TEKsystems**, Allegis Group designs staffing solutions to manage workforces. Allegis Group is the largest privately held talent management firm in the world.*

Allegis Global Solutions (AGS) at University of Maryland Global Campus (UMGC) | Senior Recruiter | April 2013- July 2015

Represented Allegis Group/ AGS onsite at UMGC as their Recruitment Process Outsourcing (RPO) partner. UMGC is the largest public university in the USA. As a Senior Recruiter, responsibilities included:

- Management of Faculty positions within each program in the Graduate and Undergraduate school.
- Recruited faculty with advanced degrees and professional experience for online and onsite classes across the country.
- Created recruitment strategies that are low or no-cost based, personally maintained over 50 active positions, screen applicants, interview candidates, extend offers, provide training and other orientation instructions.
- Consulted interdepartmentally on hiring techniques and process improvements to drive efficiencies.
- Fostered client relationships with Deans, Program Chairs, and Military Partnerships while streamlining workflows.
- Targeted partnerships in order to continuously grow the strength of our faculty and promote UMGC to prospective candidates for positive employer branding.
- Wrote job descriptions and other communications for UMGC. Externally targeted career sites to highlight faculty.
- Data management and reporting of job openings and candidates.
- Present reports to key stakeholders to track and identify areas of concern, improvement, change, and other helpful information. Strategized to optimize and implement changes.
- Super administrator of Taleo, the applicant tracking system. Served as tier 1 and 2 support for the robust system.
- Special projects include:
 - Prepared and presented an interactive presentation on building client relationships.
 - Researched, tested, implemented, presented, and trained team on Avature, a new recruiting tool.
 - Collaborated with UMGC's internal employees to establish future state goals, which were presented by the university president to UMUC's global community.

TEKsystems | Information Technology Recruiter & SPOC (Single Point of Contact) | October 2009- April 2013

TEKsystems provides Information Technology staffing & services for a wide range of government and commercial clients. In a sales-driven, fast-paced, and high production environment, our office experienced 51% growth in profits from 2009- 2013.

SPOC (Single Point of Contact) | December 2010- April 2013

In conjunction with my recruiter role, I was tasked with managing staffing efforts for nationally awarded projects.

- Acted as the single point of contact for the DC and Northern Virginia offices for communication with the National Logistics Office, National Sales Directors, and other industry leaders from Fortune 500 companies such as Dell, IBM, and Wells Fargo, and other local organizations.
- Delegated duties to local recruiters. Create training materials and conduct training for recruiters.
- Full life cycle hiring: assessed talent, interviewed candidates, made final hiring decision, and worked with Human Resources to assure each client's compliance is met prior to start date.
- Performed extensive reference checks with site managers and lead technicians for quality of performance and time reporting.

Information Technology Recruiter | October 2009- April 2013

As a technical recruiter, my focus was on networking with top IT industry talent in order to fulfill client requirements.

- Consistently averaged 1.25 placements per week, which surpassed company-wide average of .6 per week.
- Networked with active and inactive industry leaders in the IT field through LinkedIn and other social media.
- Maintained relationships with industry contacts to provide high-quality customer service, gain industry knowledge, and get referrals and sales leads.
- Trained new recruiters by sharing recruiting best-practices, positive attitude, and strong work ethic.
- Developed strategies to identify IT talent while maintaining thorough documentation in a robust proprietary system.
- Discovered each candidate's skills, goals, and interests in order to best align with multiple clients by conducting phone and in-person interviews, reference checks, negotiate wage rates, and coordinate pre-employment processes such as background and drug screens.
- Manage technical professionals while on contract, to include but not limited to performance counseling, career coaching, and disciplinary measures when necessary, including termination.

CMI Entertainment, Inc. | Executive Assistant, Marketing and Office Manager | June 2005-October 2009

- Built relationships with artists and clients to match artists' styles and strengths with clients' needs.
- Designed and coordinated publicity and promotional materials to distribute to venues, promoters, presenters, and educational programs.
- Composed artist biographies and other write-ups, such as one-sheets and other promotional information.
- Planned events and artist showcase performances at National Conferences. Design and set-up company booths.
- Maintained artist scheduling database, including travel days and show dates.
- Researched to create and maintain databases which include artist, presenter, and venue information.

Technical Skills

- **Operating Systems:** Windows; MAC OS
- **Applications:** Microsoft Office Suite (O365, Outlook, Word, PowerPoint, SharePoint, Publisher, Excel, Teams), Google Workplace, Adobe, photo and video editing software
- **AI Tools:** Chat GPT, Google Gemini
- **Web:** Internet recruiting tools (Clearance Jobs, Dice, Indeed, ZipRecruiter, Zoom Info, LinkedIn Recruiter, Handshake, etc), complex proprietary applications such as Recruiter Workspace (RWS)
- **HR and Applicant Tracking Systems:** JazzHR, Paylocity, Taleo, PeopleSoft
- **Recruiting Specialties:** Executive Recruiting, IT Recruiting, Agency Recruiting, Corporate Recruiting, consultative process improvements. IT Infrastructure positions of all levels (Help Desk, PC and Data Center Technicians, Windows and UNIX Systems Administrators and Engineers). IT Applications positions (Software Engineers, Cybersecurity Technology/ Policy, Database Administrators). Leadership roles within Public Relations, Functional/ Technical Project Managers, Program Chairs, Academic Directors, and Higher Education Adjunct Faculty across all subject areas.

Organizations, Volunteer, and Activities

Youth Soccer Coach (Head & Asst Coach- Volunteer) | Soccer Association of Columbia (SAC) | September 2022-present

- Plan and lead weekly soccer practice and game line-ups for a recreational league in the fall and spring seasons.

Co-Leader & Treasurer- Volunteer | Girl Scouts of America- Central Maryland | September 2023-present

- Facilitate meetings and coordinate badge activities to maximize each child's courage, confidence, and character.

Freelance Consultant/ Performer/ Director | ComedySportz, Laughter On Call, Chicago Improv Productions, etc | November 2006-present

- Performer and Instructor with ComedySportz, DC at The Comedy Spot from November 2006 until the Comedy Spot closed in February 2014:
 - Perform improvised comedy in weekly shows. Host/ "referee" shows. Teach performance skills to students.
 - Assessed talent of cast to prepare show line-ups based upon performer strengths.
- Constantly read the audience and adjust accordingly to maintain even the most diverse crowds.

- Conduct in-person and virtual team-building, leadership, and comedy workshops.
- Perform comedy to groups at clubs (The Comedy Spot, DC Improv), schools, events, and parties.
- Facilitate workshops to professional groups and students for public speaking, leadership, and team-building.

Director of House Team Programs & Education/ Host | Laugh Index Theatre | June 2015-November 2016

- Formed new teams for Laugh Index Theatre (LIT) based on performers' auditions, skills, and goals.
- Responsible for the creative and artistic direction for 3 of the 5 house teams.
- As the Director of Education, I created curriculum and content for each team's weekly rehearsal and shows.
- Lead rehearsals and provide feedback to performers in the moment and with formal performance reviews each term.
- Host LIT's weekly shows, Improv Wars and 3's Comedy.
- Performer on LIT's touring company and leadership team.

Co-Founder | Columbia 2.0 | July 2008- March 2010

- Organized local citizens in support of the proposed Smart Growth Plan for Columbia Town Center.
- Promoted community discussion via press conferences, various events, and social media.
- Produced, wrote, conducted on-screen interviews, and edited videos documenting the proposed redevelopment and amenities.

Volunteer Case Worker | The American Red Cross | November 2005- December 2005

- Traveled to the affected regions that were devastated by the 2005 hurricane season, which included record breaking hurricanes Katrina, Rita, and Wilma.
- Visited the homes of hurricane victims and offered financial aid and relief services via the Red Cross.
- Acted as the Spanish-speaking interpreter, when needed.

Additional Interests and Skills

- Basic conversational skills in Spanish and American Sign Language.
- Extensive travel throughout the Americas, Europe, & Africa.

Education

Bachelor of Science in Mass Communication | Towson University

- Public Relations track and Certificate in Sports Communication
- Alpha Xi Delta Sorority- 2-year Executive Board Member, Vice President of Programs