

Anastasia Crunk

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Qualifications Profile

- Sales Recruiter
- Manufacturing Recruiter
- LinkedIn Recruiter

Professional Experience

Tend

Event Operations (2022-current)

JetBlue Airways

Airport Operations (2019-2022)

- Provide exceptional customer service
- Proficiency using Sabre software for customer reservations

Outside the Box Recruiting Inc.

Full-Cycle Recruiter (Remote) (2017-2022)

- Hired 47+ total Client Support Specialist, Production Specialist, Account Executive, Flexopress Operator and Marketing roles primarily for OxBlue Construction Inc. and DSL
- Sourced through Indeed, Glassdoor, LinkedIn Recruiter, College sites, Sales Navigator, and Social media platforms
- Scheduled 281 phone interviews for Account Executive, 331 Client Support Specialist, 198 Production Specialist, 16 Marketing, 20 temp roles, and 22 internship roles using calendly
- Conducted 100+ face to face interviews for prospective candidates
- Created all initial emails, scheduling, follow ups, and rejection letters with tailored canned messages
- Recorded data in Google Excel sheets and Applicant Tracking systems such as Asana
- Knowledge in applicant tracking systems, LinkedIn Recruiter, gSuite, & social platforms
- Conducted evaluational meetings with leadership and CEO's on multiple project deadlines and candidacy feedback
- Sent out invoices to OxBlue for new hires and assisted in the entire 90 onboarding process
- Email marketing for potential corporate recruiting clients within the Atlanta area
- Knowledge of ADA, EEO, and OFCCP employment laws

Asics

Customer Service Associate (2016-2017)

- Developed sales techniques with in-depth product knowledge to meet daily sales goals of \$1,000 average

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Study Abroad Exchange

- Studied in Morocco for four months and took business courses

Educational Background

Kennesaw State University - Kennesaw, GA

Bachelor of Business Administration Marketing 2018

Leadership & Volunteer Experience

- Four month Emotional Intelligence training - Boston Breakthrough Academy
- Awarded best presentation for Delta Airlines Business Case Study
- Fundraised \$81,000 on a team for those with food insecurities during Covid-19 - Lovin Spoonfuls
- Mission Trips - Rebuilt homes and held events for the community of San Isidro, TX
- Alpha Gamma Delta- Philanthropy Events for the Atlanta Diabetes Association (100+ members)
- LinkedIn: <https://www.linkedin.com/in/anastasia-crunk-250808128/>
- Website - <https://crunkanastasia.wixsite.com/anastasiacrunk>
- Youtube Channel for organic culinary recipes- <https://www.youtube.com/channel/UCORu6XEi3jBWYPq4LK81dg>
- Built the website, and social media pages for the Tim Crunk Memorial 5K race that is a fundraiser for Haiti education
- Top in my class for sales presentations of Gartner services scoring 84%