

Molly Minczeski

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I am a relationship-minded, technical recruiter with an insatiable hunger for those hard-to-find [purple-squirrel] requisitions. Though I have recruited for a gamut of general/creative roles including Product Marketing, Client Success, Finance/Accounting and Information Systems, my craving is for technical roles. I take lasting pride in understanding both the technology behind the product, and the people behind the technology.

PROFESSIONAL EXPERIENCE



Talent Acquisition Consultant

March 2015 - Present

- Conduct full life cycle recruiting from requisition to offer, focusing primarily on technical recruiting for Software Engineering and Information Technology. I seek talent that fits hiring manager's immediate (contractor/temp) and long term (full time employee) needs resulting in 38 full time employees and 10 contractors to date
- Lead detailed intake meetings with designated hiring manager to gain a deep understanding of the role, the effect it would have on the business, and how it aligns with strategic business initiatives
- Construct sourcing strategies for hard-to-fill roles including Total Available Market (TAM) breakdown, determining suitable sourcing channels and partnering with hiring managers to leverage their team's network and maximize the talent pool
- Source, identify and screen candidates, assessing talent against competencies defined by the Hiring Manager
- Collaborate with TA team members on strategic initiatives including but not limited to improving candidate experience, streamlining interview process, pipelining critical & hard-to-find talent, and researching and evaluating sourcing channels
- Assert myself as a valued business partner, building confidence and trust with key executive level stakeholders to ensure effective expectation and goal setting
- Train hiring management on Applicant Tracking System modifications and processes
- Exercise relationship building and customer service with hiring management and candidates to properly emphasize accessibility, transparency, trustworthiness, and confidentiality
- Develop clear expectations and, consequently, build strong relationships with third party staffing vendors, generating a loyal partnership when teaming up on contract roles



Senior Technical Recruiter

June 2013 – March 2015

- Predominantly recruited/sourced for: System/Network Engineering & Administration, Security Engineering, Desktop Support, Help Desk Tier I-III, PC Technicians
- Served as a lead for a team of 6, providing onboarding training for junior recruits
- Developed rapport and sustained strong professional relationships with proven candidates, generating top talent referrals and new business opportunities
- Conducted skype and in-person interviews to assess skill levels and served as primary point of contact from registration to placement
- Networked through professional organizations such as UCSD, Hire a Hero, Wounded Warrior Program, and UEI College to build a local brand
- Kept local Robert Half Technology Yelp page busy with positive 5 star reviews [Yelp!](#)



Sourcing Recruiter

November 2012 – June 2013

- Identified top IT professionals for the Southern California market targeting Application Development professionals
- Provided consistent communication to candidates regarding process and next steps
- Scheduled in-person/Skype interviews for corresponding field offices
- Identified, recruited, screened, and inundated Micro-J database with current information

References furnished upon request

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Public Relations & Marketing Assistant | DOSM Executive Assistant

November 2011 – November 2012

- Supported Director of Sales and Marketing in the creation of multimedia packages, press releases, media kits and web content for resort
- Supported 6 National Sales Managers & DOSM to simultaneously produce revenue through contracted room blocks
- Liaised client accounts through continuous correspondence with clients and communication with internal departments
- Planned and coordinated media visits based on proposed piece (travel, bridal, family, business, etc.)

PROFICIENCIES

Social Media: LinkedIn, Facebook, Twitter, Google+, Pinterest, Instagram

Database: Delphi, OnQ, MicroJ, Silkroad Recruiting

Sourcing tools: LinkedIn Recruiter, Indeed, Dice, Github, Google

Microsoft Office: Word, PowerPoint, Excel, Outlook, Publisher

EDUCATION

State University of New York College at Buffalo | Bachelors of Science in Hospitality Administration | 2007 – 2010

Genesee Community College | General Studies | 2006-2007