

Victoria A. Myles

PROFESSIONAL SUMMARY

Professional Technical Recruiter with demonstrated experience building strong relationships with candidates, employees and hiring managers in various fields. Expertise in sourcing, informational interviewing, and relationship management. Familiar with a wide range of testing and candidate evaluation methodologies.

SKILLS & QUALIFICATIONS

- Proficient in Customer Relationship Management (CRM) Software
- Full Life-Cycle Recruiting
- Relationship Building
- Candidate Prospecting
- Social Media Recruiting
- Sales Pitch Writing
- Interpersonal Communication Skills

EXPERIENCE

ANALYTICA, INC. BETHESDA, MD

October 2021-Current

Technical Recruiter

- Partner with hiring managers in various departments to determine staffing needs and job descriptions.
- Screen resumes, interview candidates via phone, administer appropriate assessments, reference/background checking, make recommendations for hire (or not hire) and deliver employment offers for both exempt and non-exempt position openings.
- Manage internal transfer process including screening, coordination of interview with hiring manager, transfer offer letter, etc.
- Develop and maintain an excellent relationship with internal and external clients to ensure achievement of staffing goals.
- Communicate important employment information during delivery of employment offers (i.e. benefits, compensation, non-competition agreements, etc.).
- Collaborate with hiring managers to ensure compliance with all federal/state laws and regulations
- Assist in the new hire onboarding process to include tax forms, I-9 forms, and other onboarding documents

SYSTEMS INTERGRATION & DEVELOPMENT, INC. ROCKVILLE, MD

November 2020-October 2021

Jr. Technical Recruiter

- Utilize LinkedIn, Monster and Dice to source for the most qualified Jr. Web Programmers, Java Developers (Mid-Level), Linux Administrators, Software Engineers, Senior Frontend Web Developers, and HR Administrators
- Generate contact with candidates through phone screens, emails, and direct messages
- Evaluate each candidate's individual skillset by following an informational interview method with holistic based questions
- Develop and maintain a solid pipeline of qualified candidates by establishing individualized rapport
- Extend offers to candidates who are the most qualified for the role and align with client needs

A BETTER ALTERNATIVE NURSING AGENCY, OWINGS MILLS, MD

June 2020-Current

Marketing Communications Associate *(transitioned from full to part-time)*

- Promote company culture to candidate prospects for the Certified Nursing Assistant and Home Health Aide requisitions
- Advertise the company's intangible assets to potential strategic partners
- Facilitate training and development seminars to educate new employees on the company's policy and procedures, agency management system and employee scheduling software

TECH USA, MILLERSVILLE, MD

April 2019 – May 2020

Corporate Recruiter

- Actively recruited Professional Recruiters, Fast Track-Account Executives, Full Desk and Traditional Account Executives for Tech USA offices in 6 states: Arizona, Illinois, Maryland, North Carolina, Pennsylvania and Tennessee
- Oversaw the full recruitment cycle for each individual candidate
- Served as a representative between the upper level business executives, hiring teams and candidates, by addressing various questions affiliated with the hiring process
- Led educational training sessions for new recruiters that covered essential recruiting practices

CONERSTONE MONTGOMERY, SILVER SPRING, MD

January-April 2019

Rehabilitation Counselor

- Provided rehabilitative assistance through case management to six primary clients
- Focused on symptom management tasks and coping skills through one-on-one sessions
- Managed each individual client's medications, appointments, and transportation

EDUCATION

Bachelor of Arts, Sociology

December 2018

Minor: Marketing Management

Salisbury University, Salisbury, MD

AWARDS

2019 Q3 Employee of the Quarter- Tech USA

October 2019

- Recognized for successfully achieving quarterly metrics and providing exemplary leadership

Governor's Volunteer Service Certificate- State of Maryland

April 2018

- Received award due to extensive volunteer experience