**[Los Angeles Account Manager](https://www.postjobfree.com/resume/ad05e8/los-angeles-account-manager-carson-ca)**

**Location:**Carson, CA

**Posted:**November 14, 2023

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**Resume:**

JANELLE DELFIN

EXPERIENCE

Autism Learning Partners, Downey, CA

Behavior Technician September 2018 - October 2019

Provided 1:1 therapy to children and adolescents diagnosed with behavior disorders, intellectual disabilities, and autism spectrum disorders in the home, community, and at the school

Implemented interventions to increase cooperation skills, appropriate play skills, self- help skills, and language and communication

Collected and maintained data to properly track client's progress and development Trained parents and encouraged parent participation Collaborated with families and the supervising Board Certified Behavior Analysts (BCBA) to develop and update intervention and treatment plans SKILLS

Employee Management

Active listening

Interpersonal skills

Adaptability

Conflict Resolution

Applicant Tracking System

Time Management

Training and Development

Office Administration

Microsoft Outlook

EDUCATION

California State University

Northridge (CSUN)

August 2014 - May 2018

BA in Psychology

Minor in Child and

Adolescent Development

REFERENCES

Director of Business Operations

Maxim Healthcare Services

3580 Wilshire Blvd, Suite 1000

Los Angeles, CA, 90010

(213) 296 - 3742

altilley@maxhealth.com

Allison Hurtado

Account Manager

Maxim Healthcare Services

3580 Wilshire Blvd, Suite 1000

Los Angeles, CA, 90010

(213) 296 - 3742

josamson@maxhealth.com

Stephanie Anyakwo

Board Certified Behavior Analyst

Autism Learning Partners

12432 Bellflower Blvd,

Downey, CA, 90242

(310) 426 - 0445

sanyakwo@autismlearningpartners.com

John Samson

Carson, CA

delfinjanelle28@gmail.com

(310) 982-3557

Healthcare Recruiter/HR Generalist December 2019 - March 2022 Work alongside a team of recruiters and business development managers to provide staffing needs to special education departments in 18+ school districts within the Los Angeles and San Bernardino County area

Evaluate resumes, schedule, and conduct in-person and virtual interviews Manage a caseload of 65+ caregivers within the El Monte Union HS District and serve as primary point of contact, recognizing the necessity to provide excellent customer service Build and maintain strong relationships with clients and employees to address changes in student diagnosis, fill open positions, provide coaching, and assess modifications in employee preferences for cases

Conduct in-person new employee orientation

Coordinate the onboarding process and resolve payroll discrepancies Maxim Healthcare Services, Los Angeles, CA

Clinical Recruiter March 2022 - August 2022

Care Partners, Costa Mesa, CA

Sourced and recruited qualified physicians, medical directors, nurse practitioners, psychiatrists, and registered nurses throughout Orange County, Inland Empire, and Sacramento

Interviewed and presented qualified candidates to the hiring managers Developed creative recruiting strategies with the Transitional Medicine team to identify qualified candidates for hard-to-fill positions

Collaborated with the CEO weekly to decide on qualifications for current and future internal and external positions

Created job descriptions and maintained listings on job boards (LinkedIn, ZipRecruiter, Indeed, Doximity, PhysEmp)

Maintained strong relationships with candidates, kept detailed records on ATS, and guided applicants through the recruiting process

Coordinated in-person and virtual interviews, performed reference checks, and extended job offers to selected candidates

Heavenly Fire Ministry

Community Service Leader August 2022 - Present

Coordinate volunteer events with non-profits and churches for the benefit of communities within Los Angeles, Orange County, and Inland Empire Manage the volunteer application process

Participate in monthly meetings with Heavenly Fire Ministry leaders to discuss the focus for the time period

Act as a liaison between events to the mass calendar