**[Management Specialist Talent](https://www.postjobfree.com/resume/ad08ie/management-specialist-gaithersburg-md)**

**Location:**Gaithersburg, MD

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**Resume:**

Michael J. Hicks

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Senior Full Lifecycle Technical Recruiter

Elevating Performance of Leading Organizations, Government Agencies, and Diverse Talent

Experienced, results-driven Full Lifecycle Technical Recruiting Executive and Talent Management Specialist with proven track record of success in attracting and acquiring top-tier talent across diverse industries. Offer extensive expertise in managing end-to-end recruitment processes, including sourcing, screening, interviewing, and onboarding. Demonstrated ability to excel in fast-paced environments, fulfilling government contracts and delivering exceptional results for complex and high-profile projects. Seeking challenging position to leverage deep understanding of government contracting requirements, ability to form solid and lasting relationships with key stakeholders, and passion for connecting skilled professionals with technology opportunities to drive organizational growth and success.

Areas of Expertise

Full Lifecycle Recruiting Technical / IT Recruiting Candidate Tracking / ATS Systems Sourcing Expertise Affirmative Action

Talent Acquisition Sr NSA Intelligance Candidate Screening & Assessment Employer Branding Market Research

Diversity, Equity & Inclusion (DE&I) Candidate Relationship Management Data-Driven Decision Making OFCCP

Talent Pipeline Building Negotiation Skills Business Process Improvement Talent Management

JOB BOARDS: Monster, DICE, Clearance Jobs, LinkedIn Recruiter, Signal Hire, Indeed

ATS Systems: Talium, JobVite, iSolved

Professional Experience

THE KENIFIC GROUP, Fairfax, VA, 8/2022 – Present

Senior IT Recruiting

Lead end-to-end recruiting efforts to identify, attract, and onboard top technical talent for customers on several large contracts with U.S. Coast Guard (USCG) and Homeland Security. Collaborate closely with clients to understand staffing needs, ensuring alignment with project timelines and requirements. Proactively search for qualified candidates through various channels, conduct candidate assessments, and maintain talent pipeline to swiftly address staffing requirements. Build and maintain strong relationships with clients and candidates to ensure smooth and efficient recruitment process. Filled positions in areas of Senior IT Technical, Mechanical Engineering, Call Center, and Artificial Intelligence (AI).

Eliminated two-month screening backlog of applicants to active high-end positions within 30 days and increased Hiring Manager interviews by 70% by screening and updating over 2000 candidates and performing Pro-Active sourcing on all outstanding positions, resulting in closing out all critical positions.

Designated point person on all new incoming critical positions based on performance in reorganizing ATS backlog.

Enabled processing of influx of applicants by redesigning focus of recruiting team and introducing training to engage Pro-Active recruiting utilizing DICE and Cleared Jobs.

SUPRTEK, Ashburn, VA, 4/2022 – 8/2022

Senior Full Life Cycle Recruiting (Contract)

Fulfilled recruitment obligations and HR requirements by managing end-to-end recruiting process for Scott AFB / CAMPS, including sourcing, screening, and interviewing candidates to identify best talent for organization’s needs. Generated offer letters and ensured all necessary Data Secret Security Forms secured and presented to Onboarding Department. Extended recruiting to additional contracts as required, guiding candidates through entire recruitment lifecycle.

Eliminated problems in finding candidates for 30+ positions in Professional Services areas and increased offers by 70% by expanding Social Media resources and utilizing skills in Pro-Active sourcing to increase interview numbers.

ARRAY INFO TECH, Greenbelt, MD, 5/2020 – 4/2022

Senior Full Life Cycle IT Recruiting Consultant (Contract)

Oversaw staffing efforts for both DoD and Civilian contracts and direct hire positions, as well as supported RFP bids. Secured primary staff for multimillion-dollar bid proposal teams and generated necessary Letters of Commitment (LOCs). Identified and secured top-tier IT professionals for active positions within company or on contracts with customers. Analyzed job boards for recruitment, created compelling IT recruiting write-ups to showcase skills and expertise of selected candidates, and documented reasons certain candidates selected to enhance chances of winning prime or subcontracts in DoD sector.

Sourced Senior Level IT Developers and Engineers for DoD / DCAPES / REMIS and Commercial contracts as sub to Lockheed Martin and Raytheon.

Performed full lifecycle IT recruiting supporting US Army in Biophysics and Biomedical Modeling and with focus on Azure technologies and various Microsoft and Cisco advanced and certified platforms for PIMS project.

Pursued placements for 10-12 positions concurrently supporting DoD and Commercial Agencies.

Increased rate of interviews to formal offers for USAF Ft. Belvoir by performing Sourcing and Full Lifecycle

KENNEY STAFFING & COMPANY, Waldorf, MD, 4/2009 – 4/2020

Direct of IT Staffing Recruitment

Established and led new IT Staffing Division for executive recruiting company, working closely with hiring managers to execute full lifecycle recruiting processes. Created comprehensive job descriptions, prepared offer letters, and managed onboarding process. Oversaw recruitment operations, actively engaging in recruiting and business development activities to acquire new customers. Built and nurtured relationships with HR Directors, Program Managers, and Hiring Managers to support existing clients and attract new clients nationwide. Drove business growth through direct cold calling, face-to-face meetings, and responding to RFPs, playing crucial role in closing potential candidates and researching for hard-to-fill positions.

Quickly developed plan to create IT Division, including Business Development activities, bringing four resources on board – within 90 days, department gained profit 3X hourly marginal rate company currently achieving.

Utilized Business Development and Recruiting skills to secure Master Services agreement with client awarded multi-billion-dollar T3 Contract for Veterans Administration and DoD that allowed staffing of 50% of positions awarded and maintained IT Division at 80% profit level for eight years.

Supported subcontracting organizations for NIH Bethesda in areas of Biochemistry, Genetics, and Scientific Staffing.

Placed under contract with Goldbelt Raven of Federick, Maryland, to support Scientific and Medical Division at Fort Detrick with Medical Staff with IT backgrounds.

Early Career Experience

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Senior Account Manager / Recruiter, Blackstone Technology Group, Burlingame, CA

Enterprise Staffing Manager, Hudson Global Resources, New York, NY

Enterprise Account Manager, Knowlogy Corporation, Vienna, VA

Business Development Sales Consultant, IntelliObjects Inc., Columbia, MD

Education

Coursework in Business Marketing & Development / Journalism

UNIVERSITY OF MISSOURI, Columbia, MO