

**Mona Cosgrove**  
**703-868-5493**  
**Looking for a remote position**  
**mlcosgrov1@gmail.com**

**Summary:**

**Nominated for CACI Stellar Award**

Experienced Recruiter working with LinkedIn, Indeed, Monster, CareerBuilder and Facebook and I am looking for Project, Program, Security and Recruiting management working in Government Contracting field. Successfully hired candidates for Afghanistan, Iraq (CPA Baghdad Central) and The NSA. Served as the SSO with experience processing security clearances is looking for a management position within a company that values hard working results driven employees.. Actively involved in proposal management and winning support services task orders under ID/IQ contracts.

**Technical Skills:**

SAP, Boolean Searching Proficiency, Windows, MS Word, Excel, Excel XP, PowerPoint, FrontPage, MS Access, MS Project, Web, FTP and E-mail in both Windows NT, ICIMS, Taleo, BrassRing, Bamboo and Bullhorn

**Education:**

Bachelor in Web Design  
Maryland Institute - Baltimore, MD

**Professional Experience:**

**ICE Group, Loudoun, VA**  
**Technical Senior Recruiter**

**October 2016 - Present**

Establish and maintain a pipeline of viable candidates for ICE Group's key areas of need: Java, J2EE, Network and Systems Engineers and Administrators in the cleared and non-cleared communities.

As the Senior Technical Recruiter and Sourcer, implement full lifecycle recruiting tasks, including:

**Responsibilities:**

1. Managers to prioritize needs and communicate updates on candidate and position statuses.
2. Responsible for filling positions for Cyber/Cloud Engineers, Software Developers, DBA's, Software Engineers, Testers, Oracle Applications, Java, J2EE, Network and Systems Engineers and Administrators in the cleared and non-cleared communities.
4. Assistants, Controllers, Audit Professionals, IT professionals, imagery and GIS.
5. Identify qualified candidates using a variety of recruitment tools including, job boards and networking sites.
6. Partner with Sourcing, Legal, Compliance and Technology to define contract terms, evaluate pricing and establish service level agreements.

**Relevante, Loudoun, VA**  
**Senior Recruiter**

**April 2014 - October 2016**

**Responsibilities:**

1. Effectively identify applicants for and evaluating, diagnosing, consulting and treating the patient while administering quality of care.
2. Communicates with members of the medical staff on issues concerning consultation, collaboration and referrals.
3. Responsible for the Filling positions to diagnosis, the treatment of critical, prolonged and long-term healthcare issues.
4. Recruited participates in educating patients and families on their medical issues, use of prescribed medications, treatment and preventative care.
5. Maintains accurate and legible medical records completed within 72 hours of the patient being seen in the ER.

**Innovative Vision, Loudoun, VA**  
**Recruiter**

**May 2011 - April 2014**

**Responsibilities:**

1. Responsible for filling positions for Cyber/Cloud Engineers, Software Developers, DBA's, Software.
2. Engineers, Testers, Oracle Applications, Java, J2EE, Network and Systems Engineers and Administrators in the cleared and non-cleared communities.
3. Achieve and exceed staffing goals and market objectives and partner with hiring managers.
4. Filled Staffing needs with top talent as a results-driven, process-oriented leveraging excellent client and candidate management expertise. I was responsible for creating the Recruiting Department.
5. Responsible for the documentation of Recruiting procedures. Achieve and exceed staffing goals and market objectives and partner with hiring managers
6. Successfully recruited DoD and Intel people with Secret, Top Secret, TS/SCI and CI Polygraphs. Identify qualified candidates using job boards, networking sites, databases, search engines, direct Sourcing, complex internet searches and social media platforms.

**CACI, Fairfax, VA  
Recruiter Manager**

**July 2007 - May 2011**

**Responsibilities:**

1. I was involved in creating the Vendor Program for CACI including Documents and procedures.
2. Primary point of contact for the Recruiting Services Vendor Program.
3. Responsible for managing a team recruiter.
4. Responsibility was to define strategy for contingent workforce management to support changing business workforce needs globally working closely with business leadership and recruiting partners.
5. Collaboration with sourcing, compliance and technology in service provider selection.
6. Identify qualified candidates using a variety of recruitment tools (job boards, networking sites, databases, search engines, direct sourcing, complex internet searches and social media.

**Membership:**

Project Management Institute.

<b>Skillset Technology</b>	<b>Years worked with skillset</b>	<b>Most recent year worked with skillset</b>	<b>Candidate Self-Rating: Junior, Intermediate, Senior</b>
Sourcing/recruiting	10+	2019	Senior
CRM Systems	10+	2019	Senior
Social Media Recruitment	10+	2019	Senior