**[Sr. Recruiter](https://www.postjobfree.com/resume/adzie7/sr-recruiter-herndon-va)**

**Location:**Herndon, VA

**Posted:**September 06, 2023

**Contact Info:**

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**Resume:**

Toni Jones ? Talent Acquisitions Management Professional

Herndon, VA Email: tonijones23@gmail.com; Phone: 703-868-7570;

LinkedIn: https://www.linkedin.com/in/tonijones1/

PROFESSIONAL SUMMARY:

Accomplished Senior Talent Acquisitions Professional with 20+ years of local/national /international recruiting experience in this area:

? Accounting & Finance ? Information Technology

? Advertising & Sales Marketing ? Legal

? Construction ? Healthcare

? Creative/Digital Media ? Military

? Executive Management ? Office Administration

? Education ? Federal Agencies

? Engineering ? Real Estate

? Government ? Telecommunications

AREAS OF EXPERTISE:

? Recruitment Strategies: Practice Recruiting, Leading Edge Technologies and Development/ Implementation of Recruiting

processes, Policies and Procedures, Technical SMEs, Proposal Recruiting

? Organizational Development: Recruiting in specialized areas within various industries.

? Training and Development: In-Person Training Seminar & Web Based Training; Employee Onboarding & Orientation

? Sales and Marketing: Account, Client, and Vendor Relations Management

? Business Process Engineering: Recruiting Workflow Process Management, Building IT Solutions Teams

BUSINESS APPLICATION SYSTEMS:

? Taleo, iCIMS, BrassRing, Avature, PeopleSoft (HR Module), Cyber Recruiter, TalentHook, Ceridian, OpenHire, OpenAir and Online

Career Portals, Indeed, JobDiva, Jobvite and MS Office Suites, Adapt, Talemetry, Beamery, LinkedIn Recruiter Enterprise version.

Hiretual, Boolean Search Tool, Prophet, Boolean Assistant, Data Mining, HireVue

PROFESSIONAL EXPERIENCE:

Accenture / UPS 07/22 to 11/22

Senior Talent Acquisitions Consultant (Remote)

? Responsible for recruiting sourcing and hiring information technology professionals including DevOps Engineers; Cloud Engineers

Data Engineers; Technical Managers; Lead Applications Developer; etc.; Managed 15-25 requirements.

? Responsible for creating talent communities and building pipelines.

? Collaborate with hiring managers to assess hiring needs; Created offer letters and support other onboarding initiatives.

? Successfully promoted employment, educational and career opportunities at UPS

? Assessed best practices related to initiating new hiring strategies and best practices.

St. Jude Children?s Research Hospital, Memphis, TN 03/21 to 06/22

Sr. Recruitment Consultant (Remote)

? Develops with hiring managers and senior leaders to meet their recruiting needs.

? Created salary proposals and established comparable salary equity.

? Developed recruitment strategies and marketing campaigns to attract talent.

? Full-life cycle recruiting for technical, non-technical, biomedical, accounting finance & administration professionals.

? Utilized iCIMS and HireVue, LinkedIn and Boolean Search Strings for applicant tracking and interview processing.

? Negotiated offers and provided benefits overview sessions.

? Successfully managed talent communities for niche skill sets, to promote diversity inclusion and OFCCP compliance.

? Successfully hired 45-50 candidates across multiple vertical markets and skill sets. The candidates range from entry level to C-

Level.

SAIC (Formally Unisys), Reston, VA 10/19 to 12/20

Sr. Technical Recruitment Consultant (Remote)

? Experienced in full-lifecycle-recruiting to include sourcing, screening, interviewing, selling client, and salary negotiations.

? Worked on a consultative basis with hiring managers and other internal customers.

? Successfully leveraged recruiting tools such as CareerBuilder, Monster, Dice, Clearance Jobs, LinkedIn, Facebook, Google, and other

social media venues to attract and find talent.

? Successfully built talent communities and networks within the DoD, Client, Civilian and other vertical markets to quickly fulfill open

requirements and sold internal clients and programs to applicants. The requisition workload ranged from 10-40 per week.

? Experienced in collaborating with multiple business units to achieve hiring goals and assessing requisition priority work in support

of both currently active requisitions as well as upcoming proposal efforts.

? Experienced utilizing applicant tracking system to manage candidate flow, documented notes, and requisition statuses across

workloads and report generation. The tracking systems used were Talametry, iCIMS, and Taleo.

? Established partnerships with extended teams such as internal mobility (resource management), Finance, Contracts, Program

/Vendor Management, HR, Marketing, and various other entities in support of recruiting efforts.

? Successfully strategized recruiting activities to include online/offline sourcing, job fairs, hiring events, marketing materials, and

outreach.

Amazon Web Services, Herndon, VA 03/19 to 09/19

Sourcing Recruiter - Information Technology (Remote)

? Responsible for recruiting passive candidates to meet the requirements of the business unit.

? Building network/ talent communities for new lines of business via creating recruitment/ marketing strategies.

? Implementing new sourcing processes and redefining standard processes for recruiting to align with short/long term vision of the

company. Successfully managed 15 to 20 requisitions for multiple national regions within the United States. The positions included

data scientist, machine learning data engineers IBM, Biga Data Analytics, AWS and Azure, data analyst. Full-lifecycle-recruiting for

Cloud Security Solutions professional; associate to principal level(s).

Consilio, LLC, Washington, DC 07/18 to 01/19

Sr. Direct Hire Technical Recruiter

? Responsible for hiring, Desktop Engineers, Software, Developers, Network Engineers, Programmer Analyst, Applications Engineers,

Business Analyst, and Technical Trainers to support various initiatives for private commercial clientele. The clientele consists of

legal, nonprofit, and financial.

? Responsible for the full-lifecycle recruitment process.

? Proactively build qualified talent pipelines to meet growing business demands through internet sourcing and recruitment

marketing.

? Collaborates with business development team to ascertain positions for the company.

Information Technology Strategies, LLC, McLean, VA 07/16 to 06/18

Sr. Recruiting Manager ? Government Contracting

? Responsible for managing the company?s full-lifecycle talent acquisition process and collaborating with hiring managers, Subject

Matter Experts (SMEs) and executive managements as well as other recruitment partnerships.

? Responsible for building/managing multiple talent communities of active/ passive candidates.

? Successfully recruited a team of SMEs for cutting-edge technologies such as Biometrics Engineers, IT Forensic Analysis and

Cybersecurity Mobile App Development Systems Administrators, .NET Developers, Business Analyst, Technical Writers, Program

Managers, Technical Leads, Cybersecurity Engineers, Dev Ops Engineers, Project /Program Manager(s), Oracle Data Structure

Engineers, Data Design Engineers, Data Developer Engineers, Data Security Engineers and Biometrics Engineers supporting DoD /

TSA and CBP. Each of the positions ranged from Secret to Top Secret.

? Provided resume writing assistance for proposal submission. Created standard templates to be advertising via online/offline

mediums which included, corporate website, social media sites, job portal sites as well as others.

? Collaborates with business development team to ascertain proposals for the company.

? Manages ATS as well as marketing open requisitions to perspective candidates.

? Successfully supported proposal efforts for cleared and non-cleared IT professionals.

? Created white paper to establish company recruitment process.

? Instituted strategies to streamline systems for effectiveness and efficiency in recruitment processes.

? Provided recommendations for ATS to be utilized company-wide for building talent communities of active/passive candidates.

? Visited client sites for induction of new hires.

? Assists with candidate outreach to include job fairs, information sessions and informational interviews.

CTi, Inc., Herndon, VA 05/14 to 05/16

Sr. Corporate Recruiting Manager (Information Technology)

? Collaborated with hiring managers to understand strategic business objectives and develop recruitment strategies to meet current

and future staffing needs.

? Successfully established /managed full-lifecycle-recruiting supporting 4 government agencies in Washington, DC and Atlanta, GA.

? Constructed hiring events to support multi-million-dollar cost-plus contracts.

? Assisted in the development of recruitment guidelines, processes, and procedures, as well as establishing innovative endeavors

for new sourcing strategies.

? Instituted and managed the ?vendor management service practice? to support CTi?s staffing augmentation process.

? Provided resume writing assistance for proposal submission. Created standard templates to be advertising via online/offline

mediums which included, corporate website, social media sites, job portal sites as well as others.

? Managed the full-lifecycle-recruitment process for all designated hires and partnered with various senior/executives,

shareholders, and managers through the company lines of businesses to actively recruit talent.

? Generated and managed recruitment reports for tracking recruiting time-to-fill matrixes OFCCP and EOE compliance.

? Marketed open requisitions via online/offline office venues.

? Provided recruitment strategies and support for multiple proposals.

? Consistently managed 20-35 requisitions each with multiple vacancies per month via full-lifecycle-recruiting.

? Identified and participated in networking activities such as industry conferences, and open house events to build relationships and

to recruit talent. (Networking events may include hiring events, professional job fairs, college recruiting, etc.)

? Recruited for (25) Help Desk TS/SCI Level 1-3; (20) Agile Java Developers - Junior to Senior Level; (5) Middleware Engineers; (6)

Web Applications Developers Front/Backend; (10) Digital Marketing Analyst; (3) Cyber Security Engineers; (4) SharePoint

Developers; (5) Network Architect Engineer; (4) .Net Developers Programmer Analysts; Technical Writers, IT Program Managers

The Middleware Engineers were responsible for maintaining the integrity of the financial data through various repositories of FDIC.

These positions required clearance levels of Secret to Top Secret.

APCO Worldwide (Marketing & Public Relations), Washington, DC 10/13 to 12/13

Sr. Recruitment Consultant

? I was a Senior Contract recruiter assigned with the task of recruiting talented professionals in the arena of marketing, digital media,

and public relations.

? Managed talent acquisition strategy that is in line with overall staffing and business goals; partnered with hiring managers and

practice groups on recruitment efforts.

? Managed the full-lifecycle-recruitment process: source candidates, conducted first round phone interviews, maintained

relationship with candidates throughout interview process, made recommendations on hiring decisions, checked candidate

references and delivered/negotiated offers.

? Sourced passive and active candidates and built a candidate pipeline, maintained an understanding of short- and long-term

recruitment needs across several practice areas.

? Expanded and leveraged external networks; built relationships with professional groups and college career centers to support

recruitment efforts and promoted APCO employer brand.

Alternative Employment / Oberthur Technologies (Smart Card Industry), Chantilly, VA 05/13 to 09/13

Sr. Recruitment Consultant ? Information Technology

? Provided recruitment/ talent management to obtain candidates for requisitions request from management team members.

Successfully supported recruitment efforts in multiple location(s) CA, MA, PA, and VA.

? Collaborated with talent acquisitions to develop/ implement recruitment activities, TA processes and skill development activities.

? Maintained a network of passive/active candidates via social media networks, internet research and employee referral programs.

? Developed recruitment plans with deliverables, timelines, and a formal tracking process to service internal client needs- i.e., hiring

managers/stakeholder(s).

? Implemented and re-established best hiring practices applicable to Human Resources/Talent Acquisition-related policies,

procedures and processes while utilizing ?lean methodology

Onward Search/ RTC Digital Marketing/Advertisement Agency, Washington, DC 03/13 to 05/13

Sr. Recruitment Consultant

? Maintained and reviewed candidate/employee records: resumes, applications, reference checks, offer letters, etc.

? Proactively managed ATS with all candidates, requisition, and interview information. Acted as ATS expert, may train others on use,

should seek to use full reporting functionality, and ensure SOPS and integrity of information.

? Provided timely updates and proactively managed communications and timelines with all stakeholders.

? Specialized candidate sourcing: researching market, networking, identifying and contacting passive candidates, heavy use of social

media, referrals, etc.

Aerotek / COMPUSEARCH, Sterling, VA 09/12 to 11/12

Sr. Recruitment Consultant - Information Technology

? Providing full-lifecycle-recruitment services in support of a procurement acquisitions project ? PRISM ? Federal Procurement

Systems supporting the NSA and CIA. The clearance level was Top Secret to TS/SCI Full Scope Poly.

? Provided weekly and daily status reports to the Director of Recruiting in managing Talent Pools.

? Generated candidate matrixes related to hire to fill ratios.

? Developed recruitment strategies for ?aged? and ?hard-to-fill requisitions.

? Conducted meetings with hiring managers, project managers and key stakeholders to establish service level agreements.

? Collaborated with hiring managers in defining and developing requisitions in compliance with OFCCP standards as well as company

policies and procedures.

? Generated and managed OFCCP reports for internal/external audits and provided matrix reports for EOE analysis studies.

? Marketed open requisitions to active/passive candidates via social media and other online/ offline methodologies.

? Collaborated with professional association organization enhance company?s talent communities of active and passive candidates.

Recruiters-On-Call / Acentia, Falls Church, VA 06/12 to 09/12

Sr. IT Recruitment Consultant

? Provided full-lifecycle-recruiting in support federal agencies within the Washington DC region.

? Collaborated with hiring managers in developing recruiting strategies to fill open requisitions.

? Managed high volume of requisitions for online advertisement via job posting site, social networking, SEO marketing, user groups

and ?niche? websites.

? Managed and maintained candidate tracking system for EOE, OFCCP Compliance and matrix report generation.

? Maintained a pipeline of active and passive candidates as well as providing recruitment support for proposals.

The Yoh Company / Boeing, Herndon, VA 12/11 to 04/12

Sr. IT Recruitment Consultant

? Provided strategic staffing resources to the Potomac Region's Defense and Intelligence programs as a member of the Global

Staffing team.

? Provided staffing leadership and support for attracting strategic skills necessary to the success of business initiatives.

? Military liaison for Potomac Region installations. Advise potential employees of all experience levels on job qualifications and

responsibilities. Represented The Boeing Company at military, professional and diversity professional events.

? Provided guidance and input on legal and regulatory issues regarding applicant and employment policies.

? Worked in tandem with business partners and their representatives to provide cohesive Global Staffing process and support.

? Responsible for providing compensation analyst research to determine the market value of new and existing requisitions.

Convergenz, LLC, Washington DC Metro Region 06/10 to 12/11

Sr. HR Recruitment Consultant (Information Technology)

? Society for Worldwide Interbank Financial Telecommunications, (SWIFT) Project # 2

? Successfully hired 60 + IT/Financial new hires into the SWIFT organization

? Responsible for all aspects of full-lifecycle-recruiting utilizing ATS- Taleo, Social Networking, online/offline sourcing; etc.; Career

Fairs and College Recruiting

? Collaborated with internal/external business partners to established departmental recruitment objectives

? Maintained HR Service Level Agreements as a part of the recruitment process and redefined the process to include HR Business

Partnership which enhanced employee relations/ retention.

? Maintained Lean Efficiency techniques for the monitoring and tracking HR workflow processes.

? Established e-repository on Requisition Data

? Composed white paper on ?Social Networking- Recruiting Strategy Plan?

? Generated weekly/monthly recruitment reports for tracking new hire

? Managed the recruitment process for SWIFT 2011 College Graduate/ Internship Program which included generating data from

college/university vendors to access diversity recruitment practices.

? American Association of Retired Persons (AARP) Project # 1

? Implemented recruitment strategies and marketing venues to increase candidacy pool.

? Managed applicant tracking systems, generated requisitions for hiring managers from historical data.

? Provided HR analyst to track resume flow of online marketing per requisition which measured the effectiveness of advertising and

postings.

? Participated/Contributed in BRP for ?recruitment process Implemented recruitment strategies to include social networking, job

fairs, and professional ?networking seminars? as well as others.

? Identified qualified candidates for open requisitions ? reviewing applications/resumes and conducting internal.

? Administered internal/external postings of requisitions.

? Successfully made recommendations to hiring managers regarding ?best hiring practices?

? Created knowledge warehouse federal employment laws and company policies and procedures.

? Created ?HR Service Level Agreements for internal client.

? Managed and maintained online marketing budget for hiring managers.

EDUCATION:

? REI Results-Based Interviewing Certification - April 2020

? REI Certified Recruiting Professional (CRP) - April 2020

? The Boeing Company Compliancy Training - December ? 2011

? NCMA - National Contracts Management Association, Washington DC Chapter 2007

? Elementk: Preventing Workplace Harassment Training - 2007

? Spherion: SQM Sales/Recruiter Training - March 2000

? Dallas Training & Recruiting Services: A Guided Tour Through I.T. Certification - June 2000

? Oz Enterprise, Inc.: Technical Recruiter Certification ? August 2000

? NATSS: Employment Law Certification ? November 1998

? BA Economics - Pennsylvania State University -1995