

MARY D. SWEENEY - PHR

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RECRUITER

Dynamic, versatile recruiter with over 20 years experience in all aspects of human resources and proven track record of consistently finding high-quality talent. Exceptional technology skills combined with proven ability to recruitment strategy, manage and nurture talent, form strategic partnerships, and successfully implement and oversee complex projects. Outstanding strategist distinguished for proven leadership and team-building skills and excellent customer service abilities. Seeking a [position title] position with a respected organization that values experience and collaboration.

AREAS OF EXPERTISE

Employee Development • Business Development • Employee Retention • Customer Service
Airline Operations • Human Resource Best Practices • Communications • Recruitment Software
Attention to Detail • Recruitment • Talent Acquisition • Talent Management

PROFESSIONAL EXPERIENCE

SKYWEST AIRLINES, Denver, CO

CS Recruitment Coordinator, 2004-2014

- Oversee recruiting, interviewing, scheduling, and tracking documents on E-Recruit
- Evaluate and make judicious decisions about candidates based on efficiency and sensibility
- Provide and receive necessary feedback to fine-tune scheduling process
- Coordinate candidate pre-employment checks and serve as primary contact with third party vendors, as appropriate, to ensure timely and proper facilitation of candidate status

ATA AIRLINES, Denver, CO

Customer Service Agent, 2003-2004

- Made reservations for passengers and performed activities necessary to board passengers
- Accepted, delivered, and handled cargo shipments including preparing paperwork, collecting funds and receipts, and lifting and transporting shipments to/from loading equipment
- Assisted customers with questions regarding baggage, changed flights, and accommodations

FORMBY INTERSTATE FORD, Dacono, CO

Commercial Account Manager/Commercial F & I Manager, 2000-2003

- Consulted with clients on a weekly basis regarding numerous large commercial accounts
- Carried out sales from start to finish and performed commercial internet sales
- Maintained Master certification for three years

Previous positions include Fleet Manager for Valley Ford and Fleet Manager for Johnson Auto Plaza.

EDUCATION AND TRAINING

- Community College of Denver, 2014, Currently attending
- **Columbia College**, Denver, CO, 2013
- **Regis College**, Denver, CO, PHR Certification 2011, Recertification 2014
- **Technical experience:** E-Recruit, UltiPro, Survey Monkey, Word, Excel, PowerPoint, social media, SparkHire