

Tara South

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EDUCATION:

Valdosta State University, Valdosta, GA.
Bachelor of Arts, Major: Psychology

Clark Atlanta University, Atlanta, GA
Masters of Social Work

EXPERIENCE:

HRS, Indianapolis, IN

Sr. Recruiter, 8/13 - Present

- Manage team of recruiters in full life cycle recruiting and talent acquisition of professional, corporate, college, entry level, exempt, non-exempt, contract and direct hire positions.
- Maintain an active pipeline of candidates.
- Devise job descriptions, salary recommendations and compliance with EEO policies.
- Develop creative recruitment strategies and events to source hard-to-fill openings; source, screen & interview candidates.
- Responsible for new hire on-boarding. Developed & conducted New Employee Orientation programs. Developed, implemented and conducted exit interview surveys.
- Employee relations experience includes; employee performance reviews, employee counseling, terminations, payroll and benefit enrollment.
- Able to effectively utilize new recruitment tools to locate top talent including the use of personal database, call in techniques, Jigsaw, Linked-In, Zoom Info, Spoke.com, Twitter, Bullhorn and job boards (Monster, Career Builder, etc.)
- Attend trade shows and networking events to attract new clients as well as prospective candidates.

Smart IT Staffing, Indianapolis, IN

Technical Recruiter, 3/13 – 8/13

- Maintain an active pipeline of IT candidates on an ongoing basis.
- Participate in IT focused organizations and associations to further network with perspective IT candidates.
- Gather market intelligence, job order leads, and other information.
- Extensive development of recruiting, marketing, and sourcing strategies, including cold calls, networking events and social media.

Experis, Carmel, IN

Recruiting Consultant, 7/11 – 3/13

- Provided full lifecycle recruiting expertise to find, attract and hired IT candidates to enable successful technology solutions of clients.
- Conduct interviews; evaluate employment factors such as job experience, education, training, skills, knowledge, motivation and abilities. Recruit, hire and onboarding of H1B candidates.
- Consult with clients to recommend candidates, starting salaries, etc.
- Comprehend technical/professional job orders. Respond to and qualify job orders efficiently.
- Conduct candidate reference checks. Use candidate reference checks to develop additional business opportunities.
- Troubleshoot to resolve problems or complaints of customers and contract employees.
- Build professional relationships with customers, contract employees and staff.
- Proficiency with commercial candidate tracking systems, database applications, etc.
- Attend networking groups, developer discussion groups, meet ups, etc. to attract top talent.
- Maintain data reports and performance metrics on a regular basis
- Ability to work in a self directed RPO environment.

HR Solutions, Indianapolis, IN

Recruiter/ Staff Development Coordinator, 11/02 – 7/11

- Sourced, interviewed and hired direct staff and contract candidates for various clients in the Healthcare, IT, Pharmaceutical, Bio-Tech/Medical Device, and Manufacturing arena.
- Experience recruiting professional, corporate, college, entry level, exempt, non-exempt, H1B, contract and direct hire positions in RPO environment.
- Spearheaded selection of third-party background screening vendors to elevate our dept to best practice standards.
- Top performer that has consistently been able to coordinate workflow to ensure quick response to all clients in a high volume recruitment environment.
- Provide feedback to clients/candidates to keep hiring process moving to minimize candidate fallout.
- Excellent with computer skills (Taleo, PeopleSoft, Microsoft Office Suite, Quicken, QuickBooks, Adobe CS3, Power Point)

References Available Upon Request