

# DIANA GRIFFIN

Evans, CO • 970-371-3396 • [dgriffin1187@gmail.com](mailto:dgriffin1187@gmail.com)

---

## TALENT ACQUISITION PARTNER | CORPORATE & HIGH-VOLUME RECRUITING

Strategic Talent Acquisition professional with 7+ years of full-cycle recruiting experience supporting manufacturing, light industrial, and corporate teams. Proven ability to manage high-volume requisitions while acting as a consultative partner to hiring managers. Experienced in ATS optimization, data-driven recruiting, compliance, and candidate experience improvement. Known for balancing speed, quality, and stakeholder alignment in fast-paced environments.

---

## CORE COMPETENCIES

- Full-Cycle Recruiting & Talent Acquisition
- Hiring Manager Partnership & Intake Strategy
- High-Volume & Evergreen Requisitions
- Workforce Planning & Prioritization
- Candidate Sourcing & Boolean Search
- Interviewing & Selection (Behavioral)
- Offer Coordination & Onboarding
- ATS & CRM Management
- Compliance & Documentation
- Recruiting Metrics (Time-to-Fill, Funnel Health)

**ATS Platforms:** Workday, Taleo, Greenhouse, SuccessFactors

---

## PROFESSIONAL EXPERIENCE

### Recruiting Coordinator / Talent Acquisition Support

**ManpowerGroup (Vestas Blades)** — Windsor, CO

*Sep 2024 – Jun 2025*

- Supported full-cycle recruiting for high-volume manufacturing roles at a global renewable energy organization.
- Managed requisitions, job postings, candidate pipelines, and interview scheduling within ATS systems.
- Conducted candidate screening, reference checks, and onboarding coordination to ensure hiring readiness.

- Partnered with hiring managers to align on hiring priorities, shift requirements, and start-date targets.
  - Supported hiring events and job fairs, strengthening candidate pipelines and employer brand visibility.
- 

## Branch Manager / Recruiting & Operations Lead

**PeopleReady** — Loveland, CO

*Feb 2024 – Sep 2024*

- Led recruiting, onboarding, and placement for light industrial and general labor roles supporting multiple client accounts.
  - Partnered with clients and internal stakeholders to forecast staffing needs and prioritize requisitions.
  - Ensured compliance with employment, safety, and documentation standards.
  - Improved recruiting workflows and team efficiency through process standardization and training.
- 

## Personnel Supervisor / Onsite Talent Manager

**ResourceMFG** — Longmont, CO

*Oct 2020 – Jan 2024*

- Managed full-cycle recruiting for manufacturing, warehouse, assembly, and technical roles.
  - Maintained active requisition loads of 25–40 roles during peak production periods.
  - Conducted intake meetings with hiring leaders to define role requirements, timelines, and success profiles.
  - Developed sourcing strategies using job boards, referrals, and community partnerships.
  - Conducted interviews, skills assessments, onboarding documentation, and compliance checks.
  - Addressed employee relations issues, attendance challenges, and performance concerns in partnership with leadership.
  - Supported workforce planning through staffing reports, scheduling coordination, and headcount tracking.
- 

## Staffing Consultant

**Express Employment Professionals** — Greeley, CO

*Jan 2018 – Nov 2019*

- Recruited for administrative, industrial, and skilled trade roles.
  - Built candidate pipelines, conducted interviews, and coordinated placements.
  - Partnered with client companies to understand workforce needs and hiring priorities.
-

## ADDITIONAL LEADERSHIP EXPERIENCE

Held roles including Operations Manager, HR Manager, and Account Manager overseeing recruiting operations, onboarding, payroll coordination, benefits questions, and personnel file management. Supervised teams of 50–100 employees and implemented workflow improvements to support business needs.

---

## EDUCATION & CERTIFICATIONS

Kaplan University — Certification

Front Range Community College — Certification

Aims Community College — GED