

Deidre Hammond

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Professional Summary

Leadership, Communication, Creative Problem-Solving, Flexible, Adaptable, Planning and organizationally skilled. Knowledgeable in Computer and Technical programs, and Analytical research.

Exact Staff Inc

Business Development and Staffing Manager

01/2013

Perform HR Recruiter and Generalist duties for current and potential employee's. Update employee data in system. Update job descriptions according to client and position. Placed job ads, searched job boards for qualified candidates, Contacted, interviewed, and made job offers. Performed E-Verify on new candidates, referred for drug screening. Walked all new hires through the hiring process and orientation.

Research potential clients within demographic regions and industries. Acquire new clients using cold calling and interfacing with all levels of management to locate appropriate decision makers.

Trusight

12/2012 – 01/2013

Reference and Background Investigations

Organize and schedule the work to meet customer/contract requirements and metrics.
Conduct security and pre-employment background investigations to determine the suitability and qualifications of individuals based on contract requirements
Conduct record checks with Federal, State, and County law enforcement agencies.
Personal and professional references and confirm education records
Communicate with the Managers, Team Leaders, and Team members.

Aerotek (3M Company, St. Paul)

5/2012 – 12/2012

Procurement Analyst

Generate daily/weekly/monthly internal and external team reports
Review data generated against contracted documents
Verify audit plans for departments as requested on contract documentation records
Report audit results with attached summaries as completed
Review and update audit plans as directed

Primary Products

2/2011 - 5/2012

Account Manager

Outside sales: Distribution of Disposable Medical Products / Disposable Gloves
Generate Sales Reports
Answer inbound calls
Process orders
Accounts payable
Perform all duties using standard office equipment

Kocina Branding and Marketing Companies**6/2010 – 11/2010****Human Resources Intern**

Assisted with daily HR department and Administrative Assistant functions
Posted requisitions on Job Boards, Reviewed resumes and Made Job Offers
Interviewed applicants, verified reference and background checks, made job offers
Organized and maintained employee files
Attended Job Fairs at Colleges and Universities
Coordinated employee/intern schedules
Assisted with company classes
Assisted in Coordinating Events for Midwest Events and Expos Division
Assisted with other administrative duties as assigned

Imperial Ceilings and Walls**5/2010 – 12/2010****Administrative Assistant**

Photographed before and after photos
Updated company portfolio, marketing brochures, and external WebPages
Assisted with scheduling employees and jobs, recorded material inventory
Run company errands and other administrative duties as needed

Adecco (3M Company, St. Paul)**3/2007 – 5/2010****Customer Service Line Lead**

Line lead support for 13-3M Divisions.
Food Service trades inside sales communications support.
Data entry and phone sales
Pre-qualifying sales leads
New Hire trainer and coach for new processes and projects
Update training and department process manuals
Generate and distribute monthly service level and sales leads reports

Adgraphics**3/2000 – 7/2004****Customer Service Representative and Sales Assistant**

Large Account Sales Manager
Inbound customer service
Updated client account information, and order entry.
Managed: Sand and laser etching, large quantity and special production orders.

Human Resource Assistant (Spring of 2001)

Managed sourcing, recruiting, interviewing of candidates
Extended job offers
Managed on boarding process for 100+ seasonal employees
Distributed benefit information and answered employee questions

Education:

St Paul College, St Paul, MN

Human Resources Management - HR Certificate in 2010

University of Northwestern College – St. Paul, MN

Business Management BS – May 2015

Computer experience suppliment:

Computer Program Experience:

MS Office Professional 2010
QuickBooks 2010
Business Objects Reporting
LotusNotes
HR Task Manager
DISC System Software
GCMS Advanced
CMS/CSMS/COMS (Certified)

PeopleSoft ABM
AS400
SharePoint
GoldMine
Lawson
Siebel Enterprise CRM
C#
PRIZM

Oracle CRM
SOPE SAP/BOXI
Avaya Manager
Quicken 2008
IBM Siebel OnDemand
QV Sara AccessPoint
HTML5
E-Empact