

Marlee De Angelus

6451 Archcrest Drive, #301, Roanoke, VA 24019
mr819@outlook.com · (c) 703.203.5843 · [Linkedin Profile](#)

Recruiting professional with strong experience recruiting for technical and non-technical requisitions in the federal and commercial sectors. These roles range from Administrative Assistants to high level Program Managers and heavy Information Technology experts with/without security clearances in the Maryland, District of Columbia, Northern Virginia, and North Carolina areas.

- ❖ Cold-calling
- ❖ Boolean Sourcing
- ❖ Applicant Tracking Systems (ATS)
- ❖ Scheduling Interviews
- ❖ Interaction with C-Level personnel
- ❖ Social Media (Facebook, LinkedIn)
- ❖ Ability to build strong rapport with candidates

Professional Experience

Recruiter | The Ambit Group – *Sept. 2015 to Present*

- ❖ Filled 89% (52/58 positions) of roles for the company during 2016
- ❖ Works directly with the hiring managers to create/edit position descriptions and schedule interviews with candidates
- ❖ Helps coordinate recruiting events at Ambit's Headquarters and in downtown D.C.
- ❖ Assists with proposal work as assigned
- ❖ Assists in creating and maintaining human resource processes
- ❖ Posts job advertisements on different job boards (Dice, Indeed, Monster)
- ❖ Slack, Paylocity, Asana

IT Technical Recruiter | Tech USA – *Jul. 2015 to Sept. 2015*

- ❖ Researching, cold-calling and interviewing IT professionals
- ❖ Conducting reference checks
- ❖ Building lasting relationships with each individual regardless of if they were hired
- ❖ Was the liaison between the candidate and client
- ❖ Attended client meetings with Account Executive

Certifications & Education

- ❖ **Masters of Management** - Human Resources | American Public University
 - Anticipated Graduation in 2019
- ❖ **Bachelors of Science** – Journalism | Radford University | Graduated 2015
- ❖ **Professional Recruiter Certification (PRC)**
- ❖ **Certified Military Veteran Recruiter (CMVR)**

· References provided upon request ·