

Kerri Mills

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Objective

Experienced Recruiter and Sales Professional looking to join an organization that can benefit from my cold-calling and sales skills, independent work ethic, and positive, team-oriented personality. Utilize my advanced and unique sourcing ability to find the top performers in the industry to help grow your company.

Employment History

Recruitment Services Manager

January 2013-Present TalenTrust, Denver, CO

- Conducts candidate sourcing in a timely manner to identify high-quality prospects for open client searches. Utilize LinkedIn, Google X-ray, and research industry specific sources to find the top performing employees.
- Develop and maintain accurate records including applicant-tracking entries, reports and metrics on talent acquisition initiatives.
- Cold-call possible candidates, conduct candidate qualification screenings, interviews, and reference checks.
- Participate in client calls and meetings on a weekly basis to provide updates and gain feedback from candidates interviewed. Ensure all client expectations are being met, build a solid relationship and gain a strong understanding of their business and industry.

Senior Team Leader/Recruiter

May 2010-December 2012 Alpine Access, Denver, CO

- Review resumes, conduct interviews and manage applicants for various Alpine Access opportunities. Make follow-up calls to potential hires and assist with new hire paperwork to ensure a positive hiring experience.
- Model Alpine Access' core values to all applicants during the interview process. Understand the needs and performance objectives of each client to successfully hire qualified applicants.
- Managed our exclusive applicant tracking system to stay up to date on recent applicants and to search for the top of the line candidates.
- Create and manage monthly sales incentives and promotions to increase involvement in an effort to drive sales and customer satisfaction.

Assistant Manager

January 2008-August 2009 Enterprise Rent-A-Car, Parker, CO

- Developed sales team to maximize revenue through effective communication and relationship development to close deals and overcome objectives.
- Established and executed sales plans, marketing strategies and employee training to acquire new customers and retain existing corporate accounts.
- Prepared and analyzed financial accounting statements, cash flows and reports to forecast and strategize opportunities to maximize returns and lower cost.
- Held the number one branch corporate account manager position and consistently generated \$10,000+ new revenue each month.

Education

September 2004-December 2007 Western Michigan University, Kalamazoo, MI

- Bachelors of Communication, Minor in Psychology, Deans List