

ROHINI RATNAM

◆ 161999 Green Valley Ranch, Denver, CO ◆ Cell (720)840 -9546 ◆ ratnam.rohini@gmail.com

◆ Canadian citizen with U.S permanent resident

Passionate Human Resource Generalist and Recruiting Consultant with over 8 years experience in leading organizations in various industries. A dedicated professional and self-starter, with strong interpersonal skill, able to identify, develop, and implement strategies consistent with an organization's goals. Expertise in full life cycle recruitment for a wide range of positions, talent sourcing, headhunting, retention, employee relations, coaching, compensation, and benefits. Excellent technical skills, including Windows, Microsoft, Office, ADPpeople@work, file maker sales central and Accpacc. Languages: English, French & Tamil.

PROFESSIONAL EXPERIENCE

Senior recruiting consultant

2011 to present

Arcand & Associates- Montreal, QC

Offer recruitment service in wide range of industries across Canada.

- Responsible for sourcing and screening all mid to senior level positions.
- Consulted with clients to assess needs of employers, interpret employment contracts, negotiate salary, benefits and coordinate the employee transition.
- Performed a full life-cycle recruiting and maintained excellent relations with all stakeholders.
- Implemented and supported online recruitment strategies and social media plans to increase visibility within communities of specialized talent.
- Developed and maintained a healthy relationship with the candidates and contacts.
- Achieved company objective by **120%**.

Human Resource Administrator, (contract)

2010

Technicolor creative service- Montreal, QC

A worldwide technology leader in the media and entertainment sectors.

Responsible to fulfill a wide range of HR functions for 275 staffs, including employee training, administering benefits, employee relation, recruitment and overseeing HR records.

- Managed flow of existing employee transfers, salary increases, adjustments and terminations to insure processing as well as process new hire paperwork for on boarding.
- Managed the training program in compliance with the specifications of Bill 90
- Administered and explained benefits to employees, served as liaison between insurance carriers and employees.
- Coordinated successfully various activities and event.

Continues....

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Human Resource Coordinator,

2007 to 2009

Rogers wireless authorized dealer— Montreal, Qc

A larger wireless telephone company providing service nationally throughout Canada.

Promoted to fulfill a wide range of HR functions for 120 staffs, including recruitment and selection, employees training, overseeing disciplinary action and managing HR records. Recruited to help open new branch in Ste-Agathe, guiding the startup and employee training.

- Built the Human resource division.
- Managed **16 stores across Quebec**, and prepared quarterly and monthly progress report for the operations director.
- Implemented new strategy of recruitment & selection process.
- Researched, developed and implemented a Human Resource program to **reduce employee turnover by 30%**.
- Implemented continuous HRIS process improvements.
- Reduced job advertising and temporary staffing cost by **15%**.

Recruiter & Business developer

2003 to 2006

Services et Organisation de Soins inc- Montreal, Qc

Offer consultation, management and clinical reorganization services in the health care system, for individuals treated at home as well as in health institutions.

- **Increased skilled and qualified nurses by 65%** for overall company.
- Provided data collection and infrastructure for needs assessment and gap analysis for nurses on call.
- Executed crisis assistance planning to evaluate and arrange immediate services or treatment in order to avoid mitigate or reduce a crisis situation.
- Advertised, solicited and negotiated contract with suitable potential clients.

EDUCATION & PROFESSIONAL MEMBERSHIP

Bachelor in human relation 2013 to present
Concordia University, Montreal, QC

Certificate in proficiency- French for professional 2012
McGill University, Montreal, QC

Certificate in Human Resource management 2005
McGill University, Montreal, QC

Certificate in general management 2002
Concordia University, Montreal, QC

Member of Mile High Society of Human Resource Management 2014