

## **Brittney N. Sigsworth**

6857 Ashwood Rd, Apt # 109  
Woodbury, MN 55125

## **Human Resources & Recruiting**

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(651) 271-7167

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### **Leadership and Work Experience**

**Digital River** – Minnetonka, MN

January 2013– Current

*Human Resources/Talent Acquisition Coordinator*

- Assisted SVP of Human Resources in building an internal recruiting function and processes
- Provides support to all Executives with creating and obtaining approval for all new hire requisitions
- Works with Recruiters and Hiring Managers to thoroughly understand positions, to create a functional sourcing strategy
- Provides support to HR Business Partners and Recruiting Team on scheduling interviews/events, managing open requisitions and job postings.
- First point of contact for 2,000+ domestic and international employees on all recruiting, requisition and on boarding related needs
- Responsible for maintaining confidential information while collecting new hire documents, running background checks and entering employee information into SAP
- Coordinated all HR Engagement Activities with GVP of Human Resources

**Aladtec Inc.** – Hudson, WI  
2013

Nov 2012– January

*Account Executive*

- Sell, support, implement custom SaaS Workforce Management systems for EMS and Fire organizations
- Consulted with organizations regarding their operations to best customize the system to save them time, money and run efficiently

**T-Mobile** – Maplewood, MN

July 2012– Nov 2012

*Retail Sales Associate*

- Worked towards monthly sales goals while utilizing consultative and solution based selling techniques
- Provided industry leading customer service, before, during and after the sale

**River Falls Area Hospital** – River Falls, WI  
2011

September 2010 – May

*Human Resources Intern*

- Assisted in creation and revision of job descriptions, maintenance of employee records and development of employee experience models
- Handled confidential information, including but not limited to assisting in Joint Commission Survey accreditation and Employee engagement survey evaluation and feedback

**Bo's N Mine** – River Falls, WI

August 2008 – August 2012

*Lead Server & Bartender*

- Provided excellent customer service experiences
- Assisted in training new employees

- Environment that requires a great amount of energy and focus, using superior problem solving skills in a fast paced environment

### **Summary of Skills**

- Proficient with SalesForce, SAP, Taleo, iCIMS and full Microsoft Office Suite
- Extremely driven to provide excellent customer service experiences
- Excellent interpersonal communication abilities and time management skills
- Proficient in German, validated through the University of Minnesota foreign language department testing

### **Education and Accomplishments**

**University of Wisconsin** – River Falls, WI  
December 2011

September 2007 –

- Bachelor of Science: Business Administration with a Management emphasis
- Volunteered with Relay for Life and helped raise over \$30,000 to date with team, “Bite Back!”
- Participated in the 2011-2010 Minnesota Vikings advertising campaign –appearing in the 2011 Vikings Yearbook, playbooks and season tickets