

CANDACE K. ANDREWS, PHR

1212 Abbey Ct. ▪ Columbus, OH 43215 ▪ (614) 555-5555 ▪ ckandrews@yahoo.com

QUALIFICATIONS SUMMARY

Human Resources strategist and recruiting professional with over 12 years experience in strategic human resources planning and talent acquisition for companies ranging from 100 to 10,000 employees. Strategic initiatives include: Talent management, new review process, recruiting knowledge database, compensation evaluations, recruiting vendor selection and vendor management, establishing a recruiting process.

- 10+ years reporting directly to and providing strategic and administrative HR/Recruiting/Leadership support to executive management (CEO, COO, Presidents, VPs and Director levels).
- Responsible for providing leadership, developing strategic initiatives, talent management/employee engagement/retention, establish processes and procedures as well as provide support as a human resource generalist and recruiting professional.
- Developed a Standard Operating Procedures Manual for HR and Recruiting as well as gave formal presentation to the CEO who then gave formal approval to implement.
- Coach, train and mentor new members to the recruiting and/or HR team.
- Viewed by Directors and Executives as a professional coach, someone they can bounce strategies ideas off of regarding business or employee issues and receive thought provoking feedback as well as motivation.

PROFESSIONAL EXPERIENCE

Human Resources / Recruiting Manager

7/02-Present

IT Recruiters (formerly IT On Call.), Columbus, OH

- Facilitate, train and coach managers and those who participate in the interview process on proper interviewing skills, legal/appropriate written feedback from interviews, as assisting them by managing the process from sourcing to hire stage (including orientation).
- Train and guide management and leadership on the proper steps in addressing harassment allegation, written and verbal warnings, coaching, and terminations. Develop and facilitate Sexual Harassment and Diversity training for company and new hires.
- Assist with defining and implementing succession planning (from a retention and strategic perspective) and research training options to ensure continued career growth for consultants. Responsible for developing job descriptions and organizational structures to support succession and growth.
- Lead vendor recruiting event to evaluate ROI of vendors and determine those best to partner with to fulfill company's strategic objectives; developed scorecard for leadership to evaluate vendors.

HR Generalist/Manager

5/98-11/01

IT Source, Columbus, OH

- Anticipated and managed changes due to a merger and two acquisitions, developed and implemented strategies to support corporate and branch initiatives as well as assessed morale of employees, provided counsel to leadership and implemented programs targeted to improve retention. Consulted with leadership and management on performance issues and aided in managing risk. Identified employee needs and brought the issues and recommendations of possible resolutions to the attention of leadership.
- Evaluated capabilities and performance of other HR employees, at the request of regional executives, trained, and provided guidance and/or support. Provided HR support and training to the territory that consist of three offices.
- Facilitated training and knowledge sharing to employees on new process, procedures, and tools.
- Established mentor program and implemented succession planning to develop and mentor consultants.
- Coached leadership on employee relations, effective communication, counseling skills, dealing with employee performance, and employee development planning.
- Provided accurate and timely data such as headcount report, turnover analysis, organizational charts, compensation trends, gross margin rates, evaluations, etc.

Corporate Recruiter

7/97-5/98

Platinum Group International, Columbus, OH

- Recruited Project Managers, Technical Managers, senior programmers/analysts, programmers, systems analysts, technical writers, SQA Managers, SQA Specialists, co-ops and interns.
- Trained client on the laws, interviewing guidelines, proper procedures in documenting interviews, proper coaching techniques, and documenting of behavioral and/or performance issues of current staff.
- Assisted Office Manager, Project Managers, and Executives by providing HR suggestions/idea for retention and career development.

Operations Manager, Corporate Operations Trainer

2/95-7/97

Today's Staffing (Today's Temporary), Columbus, OH

- Trained all newly hired internal Operations Managers and Assistant Operations Managers prior to them reporting to their permanent branch.
- Managed, developed, and oversaw the Columbus office Assistant Operations Manager.
- Set office goals, actions plans, facilitated weekly meetings, and prepared weekly reports.
- Determined proper employee selection for the client's temporary help request.
- Processed payroll, created and distributed bonuses, managed client billing, and corrected invoices.
- Managed employees by coaching them on improper or unprofessional behavior, gave praise when good work habits were displayed, released employees from assignments or terminated from agency when necessary.

PROFESSIONAL ORGANIZATIONS

Human Resource Association of Central Ohio (HRACO)

- Appointed to Board in 2007 as Orientation Manager; asked to continue role in 2008 and 2009 by incoming presidents.

Society of Human Resource Management (SHRM)

- Active member

EDUCATION AND PROFESSIONAL DEVELOPMENT

Bachelors of Arts, Rhetoric and Communication

Ball State University

Continuous professional HR education through SHRM and HRACO

Computer skills: MS-Word, MS-Excel, MS-Visio, MS-Mail/Outlook, PowerPoint, Abra Suite (HRIS), cBiz, and MS-Publisher