

ALEXANDRA SHINN

ALEXANDRA@GRIFFIN-RESOURCES.COM • 813-536-7002



Talent Acquisition and HR professional with 7+ years of experience performing full-cycle recruitment within a variety of industries, with specialization in IT and technical recruitment. Passionate about people, collaboration, and being a strategic partner for talent acquisition development and hiring. Specializes in relationship building, recruitment strategy, sourcing, screening, interviewing, candidate and requisition management, candidate experience, offer negotiation, and new hire on-boarding. Also has expertise in best practices for recruitment technology, processes, workflows, interviewing techniques, and other hiring practices.

PROFESSIONAL EXPERIENCE***Fractional Talent Acquisition Executive***

Griffin Resources LLC

May 2020 - Current

Tampa, FL

- Manages the design, planning, and implementation of Talent Acquisition strategy, projects, and processes for a variety of clients
- Analyzes business practices and goals and recommends improvement and direction as it pertains to the long-term development of Talent Acquisition and the quality and efficacy of its practices
- Advises clients on best practices to strengthen their internal recruiting, interviewing, and hiring practices
- Partners with clients to determine hiring needs and qualification criteria for open positions
- Develops and implements recruitment strategies to achieve and support required hiring levels
- Develops and executes recruitment campaigns through selective job advertisements on various online platforms
- Performs full-cycle recruitment to fill open positions including, but not limited to: identifying and proactively sourcing a diverse talent pool of qualified candidates, administering pre-employment assessments, performing phone screens to vet prospective candidates, scheduling interviews, facilitating offers and negotiations, managing candidate communications, and acting as a trusted advisor to the hiring team to aide in the selection process
- Enhances automation efforts and utilization of recruitment technology and tools, including the evaluation and implementation of ATS systems and ATS setup and configuration
- Drafts and revises job descriptions to accurately portray positions for internal use and for job postings

Senior Talent Specialist***Talent Acquisition Partner******Associate Talent Acquisition Partner***

Greenway Health

October 2019 – May 2020**January 2019 – October 2019****May 2017 – January 2019**

Tampa, FL

- Built valued and trusted advisory relationships with organization leaders, providing expertise and guidance on the Talent Acquisition function
- Developed and executed creative and proactive sourcing strategies to generate a pool of diverse and highly qualified candidates
- Understood specific job requirements and communicates an attractive employee value proposition to all prospects including comprehensive information on Greenway Health, benefits, and the technical requirements of the position
- Conducted phone interviews using relevant interview techniques, coordinates and schedules candidate interviews, negotiates offers to close, and manages the pre-employment/onboarding process for all hires
- Provided regular reporting to business leaders on hiring activity, market intelligence, strategic initiatives, and project updates
- Identified efficiency gaps and provides solutions to continuously improve the Talent Acquisition function and service levels
- Represented Greenway Health at job fairs and/or college recruiting events and supports employer branding

Recruitment Coordinator

ConnectWise, Inc

June 2015 – April 2017

Tampa, FL

- Monitored hiring against company budgets and headcount restrictions; partnered with the Chief Operating Officer for approvals of all hiring, changes in compensation, and inter-departmental transfers.
- Managed talent acquisition strategies, job postings, candidate and hiring manager processes and communications, interviews, pre-employment assessments, offers and negotiations, and other recruitment efforts.
- Maintained Applicant Tracking System (ATS) which included managing applicants, pre-screening, and routing resumes; maintained internal and external company job boards.
- Coordinated travel, transportation, housing, and relocation for out-of-state candidates and new hires; tracked relocation expenses and budgets for end-of-year W-2 records; maintained and communicated IRS guidelines of income for relocation expenses.

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- Partnered with third-party immigration attorneys to process work authorization cases such as the application, transfer, and re-verification of work visas; managed the recruitment efforts associated with green card application

Human Resources Administrator**October 2014 – June 2015**

ConnectWise, Inc.

Tampa, FL

- Drafted and extended offer packages, scheduled interviews, and issued pre-employment testing.
- Facilitated new hire paperwork and ensured accurate document completion during New Hire Orientation.
- Lead an audit of Form I-9's; served as a subject matter expert of I-9 compliance and proper I-9 completion and maintenance.
- Performed HR administrative tasks, such as scanning and filing of employee paperwork and confidential documents, maintaining current employee information in company systems, and coordinating employee and company events.

Human Resources Intern**September 2013 – December 2013**

Corban OneSource

St. Petersburg, FL

- Documented processes, gathered metrics from client records to produce turnover reports, and contacted terminated employees to conduct Exit Surveys.

Customer Service Staff**December 2006 – April 2015**

Publix Super Markets

Bradenton, FL and Tampa, FL

- Operated the customer service desk handling transactions and resolving customer issues, performed general accounting in the cash office, managed front-end associates to follow designated schedules and complete daily tasks, and trained new employees within all customer service functions.

EDUCATION

University of South Florida

Bachelor of Arts in English

Tampa, FL

December 2013

State College of Florida

Associate of Arts

Bradenton, FL

June 2010