

## Past Part-Time Experiences

- ◆ Boba Loca Riverside - Barista (2009)
- ◆ Sears Northridge - Cashier (2010)
- ◆ Cal State Northridge - Student Union Event Services Assistant (2011 - 2013)
- ◆ Cal State Northridge - Recreation Center Building Manager (2013-2015)
- ◆ Massage Heights Newport Beach - Front Desk Representative (2017)
- ◆ Towne Park Costa Mesa - Valet Attendant (2017)

## Professional Experience

### Procore Technologies, Remote **Recruiter**

**June 2022 to Present**

Provide full-cycle recruiting process, managing prospective candidates in multiple business units, including but not limited to, engineering, product, design, and strategy. Levels hired include full range of individual contributor and leadership up to director.

- Solicit continuous learning and development in recruiting best practice in order to support our TA processes and DEIB initiatives
- Facilitate recruitment for technology intern program
- Assist with international recruiting

### **Sourcer**

**September 2021 to June 2022**

Provided support to multiple recruiters in talent acquisition efforts for pooled hiring model. Daily functions included actively sourcing prospective candidates for open individual-contributor roles in engineering.

- Contributed ideas and collaboration to building out sourcing strategy and best practice

### Rethink Recruit (Agency), Remote **Technical Sourcer (Part-Time)**

**July 2021 to September 2021**

Provided support to recruiters in talent acquisition efforts for 20+ organizations in the autonomous vehicle, robotic, and artificial intelligence industries. Daily functions included actively sourcing for open roles including initial reach to passive candidates, scheduling/implementing prescreen phone calls, and assisting recruiters with other related functions.

- Consolidated information of companies/open roles into unified spreadsheet to improve overall processes

### NEOGOV, Remote **Customer Success Associate**

**September 2020 to September 2021**

Provided customer support, addressing customer inquiries via telephone and the web. Maintained compliance with organizational policies and key performance indicators that enable analysis of performance and metrics. Collaborated with cross-functional teams and internal departments to identify opportunities and address challenges. Served as subject matter expert for clients, facilitating training on all products and services.

- Completed training on four core products, received a promotion to level two support, and completed an additional multiple day integration bootcamp to gain further expertise

## **City of Carson, Carson, CA** **Event Services Coordinator**

**August 2018 to September 2020**

Facilitated single and multi-day events and developed relationships with internal and external partners by consistently delivering exceptional service. Increased operational productivity and profitability by designing and executing events that met organizational objectives. Resolved challenges by partnering with internal colleagues and external vendors to generate creative and strategic solutions in alignment with goals.

- Partnered with stakeholders to execute events and maintain relationships with city and government officials

## **University of California, Irvine, CA** **Special Events Manager, Campus Recreation**

**April 2017 to August 2018**

Developed relationships with internal and external partners by creating detailed plans to deliver programs and events within time and budget constraints. Increased productivity and profitability by managing budgets, overseeing facility and operational improvements, and implementing strategic plans.

- Identified opportunities for improvement strategic plans and operations processes at recreational events
- Updated marketing collateral in partnership with marketing team to increase engagement and event participation

## **California State University, Long Beach, CA** **Graduate Intern, Operations - ASI Recreation**

**August 2015 to April 2017**

Led team of student building managers, overseeing recruiting, on-boarding, and professional development. Administered payroll and budget, verifying timesheets, and optimizing available resources. Ensured high-level guest experience through operational excellence.

- Mitigated risks and improved compliance for facility operations projects by introducing operational changes

## **Education**

**Master of Science in Kinesiology (Sport, Exercise, and Performance Psychology), 2017**  
California State University, Long Beach

**Bachelor of Science in Kinesiology, 2015**  
**Minor: Psychology**  
California State University, Northridge

## **Professional Training**

HTML/CSS Bootcamp, General Assembly, 2021

Digital Marketing Fundamentals Certificate, University of Vermont Continuing & Distance Education, 2019

LinkedIn Learning Certifications (25+): Recruiting, Sourcing, and Customer Service, 2019 - Present

## **Technical Skills**

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|-------------------------|------------------|----------------------|
| ◆ Slack                 | ◆ Salesforce     | ◆ Google Workspace   |
| ◆ Zoom                  | ◆ GEM (Sourcing) | ◆ LinkedIn Recruiter |
| ◆ SmartRecruiters (ATS) | ◆ Atlassian Jira | ◆ MS Office          |
| ◆ Boolean Search        | ◆ Workday        | ◆ Canva              |