



Janice Ceresa Contact QR



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A Senior Talent Acquisition Recruiter, Sourcer-Marketer who can impact the quality of candidates hired by developing and implementing innovative research and sourcing strategies. I have the ability to use these strategies to build strong pipelines of candidates for a wide range of job opportunities and participate in all aspects of recruiting and prospecting talent for specific open positions to ensure positions are filled with qualified candidates. Partner closely with the hiring managers to develop and execute sourcing strategies that will align to current and future talent needs.

Senior Recruiting Consultant Recruiter August 2013 – Present

Focus on Industrial Sales & Supply Chain positions- Virtual Office

Focus on Sales & Supply Chain in Fastener Industry

Optimas Solutions Global Talent Manager July 2015 – October 2016 (downsized)

NOTE: Anixter Fasteners was purchased by American Industrial Partners and is now know as Optimas Solutions- Virtual Off

Recruited/Sourced:

<i>Business Development, Inside Sales, Sales Rep, Customer Service, Marketing Analyst, Customer Service, Marketing Analyst, Administrative Support</i>	<i>Financial Analyst, Financial Mgr, Human Resources Mgr. Tax Mgr/Director, Account Payable/Receivable, Travel/Expense Analyst, Accountant, Financial Auditors</i>	<i>Warehouse Associates, Warehouse Supervisors/Mgrs/Directors, Quality Techs, Quality Mgrs. Auditors, Inventory</i>	<i>Manufacturing: Cold Headers, Operations Associates, Apprentice, Tooling, Buyers, Logistic Analysts, Procurement Sourcing Leads/Mgrs.</i>	<i>Computer Operations/Help Desk, Systems Administrator, Computer Programmer, Voice Technology, Lotus Notes</i>
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- Implements both new and traditional talent-sourcing techniques to locate and identify the talent.
- Brand Management, refocusing our employer brand at every candidate touch-point, improving the ‘nuts and bolts’ of our day-to-day recruitment process.
- An expert level of knowledge in all full lifecycle recruiting components including, but not limited to, sourcing, qualifying, networking, assessing, legal, job analysis, wage and salary trends, relationship management, and due diligence.
- Managed international sourcing, screening, interviewing and salary negotiation of candidates. Follow local recruiting, hiring and compliance regulations.
- Screen resumes and conduct initial screening interview, establish interview processes and panels, facilitate and moderate interviews as needed.
- Supports the retention and development of staff to deliver a high level of services, as well as offers career development for high performers/ high potentials.
- Develop, implement and drive global strategies that attract and recruit talent utilizing multiple tools and resources.
- Manage quality, productivity and compliance with internal policies, EEO/diversity policies, as well as, federal and state employment and labor laws.
- Ensure the development and communication of a strong employment brand that attracts the “candidate of choice.”
- Develops and maintains strong relationships with recruitment sources (e.g. (1) private employment agencies; (2) professional societies; (3) colleges and universities; (4) other entities that are sources for high quality talent.
- Drive the direct sourcing mode blend of channels to market, including networking, research of passive candidates, Employee Referrals, e-Sourcing, online advertising, recruiting events, social media tools and resources.

DeVry Education Group Sr. Sourcing Consultant July 2012 – July 2015 – virtual office

Sourced:

AUC School of Medicine, Becker Professional Education Carrington College, Chamberlain College of Nursing, DeVry University, Ross University School of Medicine & Ross University School of Veterinary

<i>Account Mgr., Regional Mgr., Business Development Mgr., Brand Mgr., Medical Facility, Finance/Accounting PhD, Deans, Associate Deans, Legal Support, Regulatory Compliance, Data Analyst, Web Developer, Nursing BSN, MSN, DNP, PHD</i>	<i>Financial Analyst, Financial Mgr, Human Resources Mgr, Payroll Associate/Lead/Mgr. Tax Mgr/Director, Accountants, Travel/Expense Analyst, Accountant, Financial Auditors, Financial Aid, Veterinary Anesthesiology, UX/UI Designer</i>	<i>Certified or Registered Vet Tech, Veterinarian DVM, Dental Assisting Instructor, Medical Billing and Coding Instructor, Surgical Technology, Clinical Nursing Instructor, Professors Epidemiology, Immunology, Molecular Bioscience, Equine Surgery, Visiting Professor</i>	<i>Clinical Advisor, Director, Academic Support, Assistant Professor, Academic Success, Nursing Associate Dean, Student Affairs, Microbiology/Immunology Faculty, Physiology Faculty, Dept. Chairs, Pathology Faculty, Digital Marketing Mgr., E-commerce channel</i>	<i>Programmer Analyst, Security, Health Services Mgr., Senior Programmer Analyst - Adobe Experience Mgr, Congas Reporting Analyst, Systems Administrator, SEO Specialist, SharePoint Developer</i>
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- As a true hunter of information I search for talent. I effectively sourced passive candidates through various channels utilizing, social media sites and campaigns, associations, user groups, conferences, diversity hiring events and campus recruitment efforts.
- Performed market research and provides expertise regarding proactive, best in class trends for recruiting and managing passive candidate pipelines.
- Responsible for developing and executing sourcing strategies to assist recruiters and hiring managers source candidates for targeted roles - both niche/hard to fill roles as well as high volume roles that require a continuous candidate pipeline.
- The execution of the targeted sourcing strategies will enable the achievement of targeted time to fill goals and the hiring of high quality candidates.

- Working closely with an outstanding Talent Acquisition team to understand staffing needs and develop proactive, innovative sourcing/recruitment strategies to identify, recruit and select highly qualified talent while meeting service level agreement and time to fill goals.
- DeVry Education Group is a global provider of educational services and one of the largest publicly held education organizations in the world.
- Sourced candidates, created high volume outreach and pipeline of candidates for the following institutions and functions.

[Align Aerospace](#) Workforce Planning/Talent Acquisition October 2011 – July 2012

NOTE: Anixter Aerospace Hardware was purchased by Greenbriar Equity Group LLC and is now know as Align Aerospace- Virtual Office

- Recruited/Sourced:

<i>Business Development, Inside Sales, Sales Rep, Customer Service, Marketing Analyst, Customer Service,</i>	<i>Financial Analyst, Financial Mgr, Human Resources Mgr. Tax Mgr/Director, Account Analyst, Accountant, Financial Auditors</i>	<i>Warehouse Associates, Warehouse Supervisors/Mgrs.</i>	<i>Marketing Analyst, Administrative Support, Quality Techs, Quality Mgrs. Auditors</i>	<i>Computer Operations/Help Desk, Systems Administrator</i>
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- Global sourcing, recruitment, retention, workforce and planning.
- Developed, drove and executed comprehensive search strategies to recruit all levels.
- Managed vender relationships and negotiations with all external staffing agencies.
- Harassment Investigations – documentation, disciplinary recommendations and administration.
- Business Intelligence – Competitor Sourcing and Sales Leads
- Kronos Time Keeping Subject Matter Expert.

[Anixter](#) HR Manager/Talent Acquisition May 2003 – October 2011

- Recruited/Sourced:

<i>Warehouse Associates, Warehouse Supervisor, Warehouse Mgr, Logistics Analyst</i>	<i>Departments: Quality, Receiving, LTL, Packing, Shipping, Spooling, Stamping/Dyeing, Inventory, Cutting</i>
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- Supported a location of 320 + employees.
- Employee Relations, employee questions relating to Benefits, Personal leave, STD, FMLA, 401(k), Retirement and pension plan.
- Manage the new hire/employee training; process background checks, reference checks, orientation, open enrollment, benefit administration and drug screening. EEO initiatives and compliance.
- Aggressively manage Workers Compensation claims.
- Coached managers and employees through challenges relating to performance, progressive discipline, compliance complaints, harassment and discrimination complaints. (Exit interviews, unemployment hearings)
- Performance management and merit process; hourly and salaried.

[Andrew Corporation \(A CommScope Company\)](#) Human Resources Generalist August 1999 – February 2003

- Recruited/Sourced:

<i>Information Technology: Networking, Programmers, Developers, Web Designers, Developers/Architects Database Architects/Developers/Administrators, Network/System/Security Engineers, Software Developers and IT Manager. (SAP)</i>	<i>Logistics/Distribution/ Business Support: Operations Managers, Supervisors, Analysts, and Associates Financial, Analysts, Accountants, Call Center, Marketing, Human Resources, Administrative</i>	<i>Engineers: Radio Frequency (Power Amplifier GaAs & Feedforward), Embedded, Design, Test, Manufacturing Process, Industrial, Mechanical, Software, Technical, Product Support, Project Mgt., Sales, ATE, QA/Test, Quality - Six Sigma (Green & Black Belts) and Supply Chain Management.</i>	<i>Sales: Inside, CSR, Outside, Regional, Business Development, Application Engineers, Executive, International Sales, VP, Director, and Manager.</i>
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- Provided human resources support for both corporate and multi-state sites. 450+ Employees
- Focused on recruiting strategy for Power Amplifier group and SAP initiatives.
- Sourced and maintained a qualified and diverse candidate pool.
- Implemented compensation structure, benefits, employee relations, and performance management.
- Analyzed trends in turnover, hiring, promotions and terminations to determine support or action needed.
- Experience with relocation packages, Visa, TN Visa, H-1B and green card process.
- Developed and administered EEO/Affirmative Action plan for corporate and field sites.
- Managed exit interviews, unemployment hearings and reduction in workforce (WARN).
- Aggressively manage Workers Compensation claims.
- Support Corporate/Multi State Locations
- Corporate & Field Sites: Orland Park IL, York PA, Addison IL, Austin TX, Garland TX, Rancho Cucamonga CA
- Participated in 3 acquisitions

Recruited/Sourced:

Warehouse Associates, Warehouse Supervisor, Warehouse Mgr. Departments: Quality, Receiving, LTL, Packing, Shipping, Inventory	Call Center Representatives (24/7 operations and multi shift both full- time or part-time.
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- Recruiting, interviewing and new hire orientation for Distribution, Retail and 24 hour/7 day a week call center
- Benefits, Employee Relations, Recruiting, FMLA, STD and WC management.
- Maintaining the HR Information System and running reports as directed.
- Tracked/Reported Time Mgt. System - Kronos; FMLA, STD and Work Comp
- The preparation, presentation and process of new hire orientation and documentation.
- Assisting in the effective operation of HR by ensuring clerical efficiency.
- Track, review and enter all employee data changes forms ensuring accuracy.

Education and Training

- Bachelors of Arts - Northern Illinois University 
- LinkedIn Certified Professional-Recruiter 
- LinkedIn Guest Trainer: InMails The Good, the Bad and the Ugly
- Predictive Index Survey Certification - 2004
- Strategic Workforce Planning (SWP) – 2011
- AIRS Certified - Certified Internet & Social Media Recruiter
- Sourcing Institute Certification
- Virtual Job Fair Experience

Technical Skills

- Content management, websites and social media
- Software: Windows and Mac platforms
- Web/Social user experience
- CRM – utilize for candidate outreach and pipelining

Sourcing Strategist

- Direct outreach to competitors via email or cold calling to market positions.
- Email campaigns in Facebook, LinkedIn, Marketing CRM's, and Applicant Track Systems.
- Created and Maintained LinkedIn Groups: Fasteners Industry (35k+) iLogistics (8k) Twitter Accounts: @Fasteners, @NurseEducators, @FastenerDaily, @Aero_Fastener
- In conjunction with Marketing group created, maintained and social sites and ran Facebook ads tracking analytics of return on outreach.
- Worked directly with legal department on creating social media policy. Wrote social media guidelines and policy for Human Resources department.
- Created and presented social media strategy presentation and "how to's" for outside sales force. Trained recruiters on sourcing techniques presented to group or one-on-one training.
- Focused on supporting projects and initiatives that promote both recruiting and business objectives as well as support global employer branding initiatives. Branding/Sourcing via Social Networking sites: LinkedIn, Facebook, Twitter, Viadeo, Ushi, YouTube, WordPress, Tumblr and Pinterest. Used social media sites to create employee engagement; collaboration, productivity, feedback and participation.
- Create the optimal candidate experience by identifying the key decision levers, developing a sell strategy and creating candidate experiences and offers that successfully close the hire.
- Guest blogger on Fastener Talk & Fully Threaded Radio – discussion about use of social media in the fastener industry.
- Development and distributed monthly company newsletter. Include social media sites and industry news to increase communication, share opinions, perspective and employment referrals.
- Used social media sites to create employee engagement; collaboration, productivity, feedback and participation.
- Development and distributed monthly company newsletter. Include social media sites and industry news to increase communication, share opinions, perspective and employment referrals.
- Reduced turnover by 58% by putting in hiring practices/intake form and on boarding process.
- Increased networking outreach from zero hiring manager participants to over 70%. Branding became not just a marketing or recruiter responsibility but became part of culture.
- Created outreach to candidates on large scale via CRM and LinkedIn to directly source candidates from competitors. Received 65% response rates from potential candidates and also produced referrals. Out of the outreach hiring time reduced from 65 days to 29 days. Pipeline candidates increased by 90%.
- Created a method of direct contact with candidates; call, email and text. This gave candidates direct access to me at any time all the time.
- A Sourcing strategy is a long-term plan of how to establish and uphold the continuous flow of the targeted talent to the company's recruitment process and how I will edge out the competition looking for the same talent.
- Create and participate virtual career fairs for technology candidates.