
[REDACTED]

[REDACTED]

EXECUTIVE SUMMARY

Dynamic, intelligent, and resourceful professional with demonstrated ability to adapt, learn, and excel in the face of myriad challenges and diverse opportunities, **succeed in high-stress and new environments**, and become a **team leader who inspires and motivates**.

RELEVANT EXPERIENCE

HR ANNIE CONSULTING *Client Services Manager*

Portland, OR
2015-Present

- Provide full range of services for clients, including full-cycle and high-volume recruiting.
- Develop and tailor hiring processes for diverse types of positions within companies across a broad industry spectrum.
- Draft pitches, scopes, and proposals of work; draft handbooks and job offer letters, and prepare social media user guides.
- Screen, coach, and work closely with candidates to ensure quality matches with appropriate positions.
- Network and promote business through local events and chambers.

PORTERS RESTAURANT AND BAR *Fine Dining Server*

Medford, OR
2007-2014

ARBOR CUSTOM HOMES *Assistant Closing Coordinator*

Beaverton, OR
2004-2006

- Processed over 1,000 closings and secured over 2,000 Earnest Money deposits.
- Updated company-wide software with new sales and provided customer service.
- Entered and processed over 5,000 change orders and deco agreements for 9 different communities.

VOLUNTEER EXPERIENCE

- Stephenson Elementary Run for the Arts, *Chair*
- Stephenson Elementary Parent-Teacher Association, *Communications Chair*
- Stephenson Foundation, *Committee Member*
- Art Literacy Class, *Teacher*
- Kindergarten, *Classroom Helper*

EDUCATION

SOUTHERN OREGON UNIVERSITY *Bachelor of Science in Business Marketing*

Medford, OR
2011-Present