

KEVIN DUDEN

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Experience

eSEARCH, INC. – *Senior Recruiter, 2006 – 2009*

Recruited, interviewed, and screened candidates, both active and passive; conducted Internet recruiting through Advanced Internet Recruiting Strategies(AIRS), Monster/CareerBuilder.com, LinkedIn, and college Web sites; responsible for candidate management, cold-call recruiting, reference checks, client visits, market research, account development, developed relationships and sales for a full service employment agency.

BARNES DISTRIBUTION – *Senior Contract Recruiter, 2003 – 2006*

In-house contract recruiter specializing in the hiring of national sales reps and management, plus general office and technical staffing. Ranked first out of nine recruiters in hires in 2004 in both field and nonfield sales. As a direct recruitment specialist, led targeted research department in active (as opposed to proactive) recruiting through cold calling. Trained in candidate relationship building (Candidate Resource Management, or CRM) and AIRS; performed competency-based interviewing and relationship sell hiring under radically expedited timetables. Also counseled new recruits, tested prospective candidates, verified employment records, and scheduled background tests. Skilled in diversity hiring through set EEO/AA goals.

JO ANN STORES – *Contract Recruiter, 2003*

Partnered with assigned candidate base pertaining to recruitment, screening, hiring, employee relations, compensation, and employee benefits. Original four-week recruiting assignment at seasonal (Christmas) distribution center extended to six months. Final hire count: 76 full-time union and nonunion employees and 34 part-time seasonal workers, using an extensive behavioral interview process.

ALL STAR PERSONNEL – *Consultant/Recruiter 1998 – 1999, rehired 2002 – 2003*

No. 1 recruiter in company. Responsible for recruiting, screening, and interviewing candidates; sourcing companies; direct and Internet recruiting; market compensation analysis; salary negotiation; candidate generation, management, tracking, and guidance; cold-call recruiting, and placement. Handled candidate database management through PC Recruiter.

RAN ASSOCIATES, INC. – *Area Sales Manager/Area Manager, 1999 – 2002*

Managed sales division, administrative staff, and recruiting operations for a multi-office, full-service employment agency. Main focus: new-business development through outside and inside sales and Internet marketing and research. Performed all aspects of candidate management, recruiting, interviewing, screening, evaluation, and sourcing; maintained candidate database. Led college recruitment efforts, managed job fairs, and attended recruitment and professional organization functions.

GATES MILLS CONSULTING – *Consultant/Recruiter, 1996 – 1999*

All Wound Up (Subsidiary of BORDERS BOOKS) – Responsible for retail recruiting, hiring, screening, human resources management, employee benefits, budgeting and reporting, retail operations, and report analysis.

Kirby Company – Responsible for financial analysis, A/R collections, sales analysis, and general accounting.

ACE – AMERICA'S CASH EXPRESS, INC. – *Regional Manager, 1993 – 1996*

Managed operations for the nation's largest chain of financial service centers. Recruited, trained, and developed staff of customer service reps; job responsibilities included retail sales and customer service. Responsible for financial analysis, budgeting, cost and pricing decisions, audits, inventory, forecasting, and internal controls. Served as regional human resources manager, with responsibility for payroll, employee relations, workers' compensation, and OBES hearings.

MONETARY MANAGEMENT CORP. (Subsidiary of BEAR, STEARNS & CO., INC.) – *Operations Manager, 1979 – 1992*

Managed operations of 70 retail and customer service centers in seven states. Hired, trained, and managed 200 employees and regional office staff. Negotiated contracts, leases, and sales agreements; responsible for financial reporting and analysis, budgets, forecasting, market and systems planning, cash management, and collections.

Education

CLEVELAND STATE UNIVERSITY

Master's in Business Administration (6 credits from graduation).

CITY UNIVERSITY OF NEW YORK, QUEENS COLLEGE

Bachelor of Science, Public Administration, 1979.

Skills

Extensive HR software/Internet skills: WinSearch, StaffSoft, Executive Recruiter, PC Recruiter, Morgan Method/2 day recruiter training and AIRS SearchLab/CIR trained.

DENISE WALSH

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CAREER SUMMARY

Highly dedicated and detail oriented professional with proven expertise in recruiting, staffing and negotiating as an Executive Recruiter. Recognized for ability to multi-task in busy environments and for steady record of achievements. Track record in sales, exceeding all goals. Proficient in Microsoft Word, Excel and Outlook.

PROFESSIONAL EXPERIENCE

6/07-10/08

RATLIFF & TAYLOR, INC.

Cleveland, Ohio

Executive Recruiter

- Recruited top talent for middle to executive level positions through direct sourcing, networking, internet & database searches and referrals.
- Worked with President, Project Managers and/or SVP Search Operations on retained searches for various industries including but not limited to Healthcare, Manufacturing, Insurance and Finance & Accounting.
- Performed initial screening process, in depth one-on-one interviews and reference evaluations as well as prepared executive summaries.
- Maintained consistent and open communication with clients.
- Recruited both passive and active candidates for positions in Human Resources, Information Technology, Finance, Sales & Marketing and Allied Health.
- Successfully met clients needs in the placements of: IT Directors for flooring and steel manufacturers; Hospital Finance Director; Financial Services CFO; Hospital Pharmacists; Compliance Systems Director and Clinical Support RN for healthcare product manufacturer; VP Sales & Marketing product Certification Company; Automotive Distributor Director Talent Acquisition.
- Assisted in searches including but not limited to: HR Director, HRIS Manager, Purchasing Director, Controller, Engineers, Instructional Designer, and Consumer Product Safety Compliance Manager.

1/07- 5/07

MIDLAND CONSULTANTS

Middleburg Hts., Ohio

Executive Recruiter

- Established new client relations nationwide in the manufacturing industry.
- Recruited qualified candidates through direct recruiting, internet & database searches and referrals.

5/02- 12/06

KFORCE PROFESSIONAL STAFFING

Independence, Ohio

Healthcare Recruiter

- Hired medical professionals for supplemental staffing, as well as permanent placement including: RNs, LPNs, Nursing Assistants, Nurse Managers, etc.

EXPERIENCE

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- Recruited candidates through cold calls, direct recruiting, internet & database searches and referrals.
- Conducted prescreening phone interviews through, face-to-face interviews, criminal background checks, as well as drug screens and reference checks.
- Administered all pre-employment testing including OSHA, HIPPA and JCAHO mandates, as well as maintained necessary state licensures.
- Built a candidate base of 2000+, maintaining relationships with candidates through scheduled follow up calls.
- Generated \$720K+ in gross profits for the company.
- Achieved "Grow-to-Go" incentive trip to London, England by surpassing a set goal of \$179K in GP for 2004.
- Attended intense sales training at Tampa, Fla. Headquarters followed by weekly regional sales training.

2000- 05/02

SOUTHWEST GENERAL HEALTH CENTER – EMERGENCY ROOM

Middleburg Hts., Ohio

Registered Respiratory Therapist

- Delivered respiratory procedures to infant, pediatric and adult patients.
- Assisted, initiated and managed patients requiring mechanical ventilation.
- Transported both non-critical and critical patients to invasive/noninvasive procedures.
- Obtained and reported arterial blood gas samples.

08/88- 11/99

WAKE FOREST UNIVERSITY BAPTIST MEDICAL CENTER

Winston-Salem, North Carolina

Registered Respiratory Therapist

- Appointed Charge person in absence of Supervisory personnel.
- Delivered respiratory procedures to adult, pediatric, and newborn patients.
- Assisted in emergency calls of patients requiring mechanical ventilation.
- Transported critical patients to invasive/noninvasive procedures.
- Selected as full time member of Neonatal/Pediatric Transport Team, implementing arterial line insertions, intubation of children up to 3 years of age, and initiation and management of ventilatory support based on patient needs.
- Proficient in the management of Siemens Servo 300 & 900, PB 7200, Bunnell Jet, Bird VIP, Drager Evita, HP 740, and High Frequency Oscillatory Ventilation.

EDUCATION

12/1997

Bachelors of Science and Applied Science: Business Management

Graduated Magna cum Laude, Winston-Salem State University, Winston-Salem, NC

05/1988

Associate of Science and Applied Science: Respiratory Therapy

University of Akron, Akron, OH

ASSOCIATIONS: SHRM

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OBJECTIVE

To obtain a position that will allow me to use my strong business development and relationship management skills, as well as strong interpersonal communication skills in a growth-focused organization.

PROFILE

- Exceptional business development and relationship management skills.
- Strong management skills with over 10 years experience in large corporate and small business environments.
- Project management – managing contract negotiations, financials, operations, and project deliverables.
- Strong business communication and presentation skills.
- Ability to meet demanding time lines in a fast-paced environment.

EXPERIENCE

Alliance Search Solutions - Solon, Ohio Director

2007 - PR

Responsible for developing and building the search division of Alliance Staffing Solutions. The firm specializes in the placement of mid-level to director level candidates for companies throughout the United States.

- Responsible for managing the operations of the division.
- Responsible for new business development and continued relationship management.
- Analyzed staffing needs and strategies for clients.
- Full cycle recruitment for companies throughout the United States.
- Hired, trained and managed staff.

Superior Staffing, Incorporated - Akron, Ohio Senior Recruiter

2002 – 2007

Responsible for developing the search division for Superior Staffing, specializing in the placement of mid-level to direct level candidates for companies throughout Northeast Ohio.

- Responsible for managing the operations of the search division.
- Hired, trained, and managed staff.
- Responsible for new business development and managed client relationships.
- Consulted with small, privately held companies to determine staffing needs and strategies.
- Lead consultant for three non-profit organizations, advising on the selection of their Executive Director positions.
- Full cycle recruitment for companies throughout Northeast Ohio.

Jo-Ann Stores, Incorporated - Hudson, Ohio
Corporate Recruiter

2000 – 2002

Responsible for sourcing, recruiting, and placing individuals at the corporate headquarters.

- Placements included senior management to clerical level personnel.
- Responsible for identifying new markets in which to recruit candidates and establish the Jo-Ann Stores name.
- Responsible for identifying, coordinating, and representing Jo-Ann Stores at college/university and community sponsored recruiting events.
- Partnered with local and national companies, in the process of downsizing, to assist in the placement of personnel within Jo-Ann Stores, Inc.
- Designed and maintained candidate database.
- Responsible for identifying and sourcing vendors for an applicant tracking system.

Kehn & Gabor, Incorporated
Owner

Hudson, Ohio

1997 – 1999

Responsible for the operation of an executive search firm specializing in professional, management, and technical placements.

- Identified and developed staffing needs and strategies for client companies.
- Managed new business development and contract negotiations.
- Recruited, presented and placed candidates with client companies.

Tonia Deal Consultants
Recruiting Specialist

Hudson, Ohio

1994 – 1997

Dual role as recruiting specialist and office manager. Firm specialized in recruiting management and technical professionals for service and manufacturing clients.

- Recruitment and placement of candidates to client companies.
- Responsible for sales and marketing to new and existing clients.
- Hired, trained, and managed office personnel.
- Database administrator.

PROFESSIONAL AFFILIATIONS

- Co-founder of the Akron Recruiters' Networking Group (2005 to PR)
- Member of the Society of Human Resources Management (Akron and Cleveland, Ohio Chapters)
- Cleveland Society of Human Resources Management – serve on the Northern Ohio Human Resource Conference Committee, as well as the Annual Charity Golf Outing Committee

COMPUTER SKILLS

Proficient in the use of Word and Excel.

EDUCATION

Kent State University, Kent, Ohio – general business courses

Annette E. Fernandez

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Work Experience:

AmTrust Bank

Senior Recruiter

June 2007 - December 2008

- Recruited professional, managerial and staff level positions for several lines of business, including Corporate Finance, Audit, Mortgage, and Default Risk.
- Provided strategic recruiting support and counsel to division managers on staffing, recruiting and retention issues.
- Utilized AmTrust's award winning employee referral program to fill 85 percent of external hires.
- Recommended and implemented Mortgage Operation Open House. Successfully filled 26 open requisitions in two week time frame.
- Partnered with Owners of the bank to recruit executive level candidates for high profile positions.
- Supported HR Partners with day-to-day employee relation issues.

Highbridge Associates

Contract – Researcher / Recruiter

April 2007 – June 2007

- Worked on a variety of projects that involved recruiting and name generation.

NovaStar Mortgage, Inc

National Recruiter

December 2004 – March 2007

- Influential in the creation and sourcing of a key leadership role that increased first year retention by 86 percent and sales by 58 percent.
- Managed an average of 25 openings in and out of the company footprint, some in remote markets with limited name recognition.
- Recruited virtually for out of state operations center. Held open house/career fair with on the spot interviews and hires.
- Facilitated Corporate New Hire Orientation.

Tri-Source Title Agency, Inc.

October 2003 – December 2004

Human Resource Manager/Generalist

- Start-up Human Resource Department. Grew staff from 3 employees to 50 within first year.
- Created new employee orientation program. Designed and roll out new employee benefits package. Managed employee relations.
- Instrumental in creating employee performance management appraisal system, job descriptions, and compensation guidelines;
- Created policies and procedures, ensuring the company's four offices were in compliance with government regulations and organizational policies and procedures.

StaffMatrix

January 2001 – October 2003

Workforce Manager

- **A division of Staffing Solutions, Careerboard.com and JPC computer training**
 - Built client base from 0 to 12 within first year. Established clientele through networking, cold calling and referrals.
 - Became a trusted advisor for each of my clients; being able to speak fluently about their particular business needs and able to offer accurate solutions in a timely manner.
 - Managed a web-based system called "StaffMatrix" that tracked staffing usage, needs and cost savings.
 - Responsible for attracting, retaining top talent for nationwide clientele

Key Bank

October 1998 – December 2000

Relationship Manager

- Assisted clients in establishing new accounts and loans.
- Maintained and grew existing clientele business through outside sales and networking events.
- Established new clientele with outside sales, cold calls and networking.

Education:

- Indiana Wesleyan University – B.S. Business Management
- AmTrust University – Corporate Positive Discipline
- Edcomm – Focus on Compliance

Professional Affiliations:

- ERC HR University Generalist and Advanced Track, Litigation Prevention.
- Chairperson 2006-2008 The Staffing Management Association (SMA)
- Active member of Cleveland SHRM.
- Certified in DDI Behavioral Based Interviewing. Selling to Vito.
- Featured in The Cleveland Plain Dealer; Recruiting Top 100 Jobs
- Featured in Cheezhead.com Blog, Recruiting and Employee referrals
- Guest Speaker at Baldwin Wallace College; Strategic Recruiting.

References available on LinkedIn.com
<http://www.linkedin.com/in/annettefernandez>