

CAROLYN JANA E DUNNING

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Citizenship: United States Citizen
Current Occupation: Senior Lead Recruiter

Address: 2200 Market St. #435 Denver, CO 80205
Federal Experience: N/A
Security Clearance: N/A
Desired Occupation: SPECIAL AGENT- GS 1811-10

PROFESSIONAL SUMMARY

Experienced Private Investigator, Security & Protection Professional, Non-Profit Business Owner, Child Trafficking Prevention Strategist, Research Scientist, Executive Recruiter, and Professional Athlete. Pursuing a career as an Agent, to further progress my education, experience, and passion at the Federal level.

SKILL-SET HIGHLIGHTS

Executed investigative efforts, research, community involvement, and preventative Child Trafficking strategies on a volunteer basis to families experiencing a missing child, served as Security for the Presidential Campaign, provided research, directed operations, designed internal policies & procedures, and Talent Acquisition processes, acted as an external Senior Lead Recruiting resource for various companies on a nationwide basis, and accomplished a Professional Athletic career within three different competitive sports.

EDUCATION

BS	Northern Arizona University , Pre-Law - Criminology/Criminal Justice Minor: Sociology <i>Senior Internship</i> – United States Attorney’s Office, United States Assistant Attorney – Adam Zickerman	2010-2014
HS	Ponderosa High School Honors Literature, AP Literature, AP Government Harvard Online Business School Participant – FinTech & Securities Law	2006-2010 2020

PROFESSIONAL EXPERIENCE

Burdett Hill, Remote (National Search) - *May 2022 to Present*

Senior Lead Recruiter

- Responsible for leading internal team, and recruiting efforts for companies across the U.S. focused on Aerospace/Aviation, Life Sciences, Construction, Engineering, and Information Technology candidate placements
- Conducting interviews, analyzing qualified individuals for client presentation (including behavioral & psychological analysis)
- Aligning client and candidate engagements, interviews, and expediting the hiring & on-boarding process
- Building simple algorithms to refine recruiting search efforts to discover suitable candidates

OurTown Foundation – 501(c)(3) non-profit organization - *April 2021 to Present*

Owner, Founder, CEO & President

- Leads the strategic initiatives of Child Trafficking Prevention & Runaway Recovery
- Provides volunteer Private Security & Investigations (prior to Colorado Private Investigator Licensure end) to families experiencing a missing child – focus on Runaway Victims
- Leads community & public engagement efforts

Colorado Security Agency, USA - *September 2020 to Present*

Bodyguard, Private Security & Investigation

- Presidential Political Campaign and Administration Rally Security
- Pikes Peak International Raceway – Security
- **Certifications:** Basic Security, Armed Security, Personal Protection Officer (Bodyguard), OC Spray, Tactical Handcuffing,
- Private Investigation (until CO licensing was removed), Basic & Advanced Self Defense Tactics, and Use of Force

Grabbies Media, Nano Rx, and Xodiak, Denver, CO- *May 2019 to September 2020*

Chief Research Scientist, Director of Operations, Sales, and Talent Acquisition

- Data Science CRM Software Development – Customizable Sales, Recruiting, Marketing, and Business Development Platform
- Worked with an investment team to raise capital for CRM Software Development
- Wrote business plans, and developed operational strategies
- Designed sales execution plans, operatives, and performance metric expectations
- Created internal Talent Acquisition, retention, interviewing processes, and strategies
- Lead all research & business analyzation efforts
- Implemented evidence-based management strategies through experimental research

High Country Search Group, Denver, CO - *March 2018 to May 2019*

Business Development Manager, Promoted to Full-Desk Executive IT Recruiter

- Organically devised new relationships with hiring managers, understanding hiring needs, and executed appropriate recruiting efforts
- Enabled all entry level Clerical, Administrative, Accounting, and Finance relationship development for talent placements
- Created sales initiatives, Recruiter development, and cold calling scripts
- Developed unassigned, and undeveloped sales territories
- Transitioned to full-desk responsibilities as an Executive IT Recruiter servicing both Client & Candidate needs
- Proprietary ownership for organic client development, in addition to IT professional talent placements
- Initiated the first Data Science focused talent placements

Randstad Professionals, Denver, CO - *October 2016 to May 2017 (returned after WWE)*

Account Executive promoted to Business Development Manager

- Returned to Randstad, engaging the Accounting, Finance, and new HR recruitment initiatives as Business Development Manager
- Developed cold call scripts, email marketing templates, and training materials
- Responsible for new client engagements, and partnering with internal C-level Executive leadership

WWE/NXT, Orlando, FL - *April 2016 to October 2016*

Diva, Women's Wrestling

- Wrestled for WWE's developmental program - NXT
- Graduated from two acting courses, selected for advanced classes

Randstad Professionals, Tatum, Denver, CO - *June 2015 to April 2016 (left when signed with WWE)*

Account Executive, promoted to Executive Tatum Ambassador

- Managed both assigned accounts and newly acquired accounts
- Cold calling, scheduling & conducting meetings, relationship development, business development
- Managed relationship between Hiring Managers, and Executive Recruiters
- Managed hiring process with Recruiters and Candidates
- Selected for the Executive Search division as Tatum Ambassador focused on C-Level Recruitment (promotion)

Insight Global, Denver, CO - *October 2014 - June 2015*

Technical Recruiter, promoted to Senior Recruiter

- Recruiting on short-term, long-term, contract, contract to hire, and permanent placement engagements
- Gathering leads, making cold calls, and setting meetings with local Hiring Managers
- Attending business development appointments
- Conducting meetings, setting up potential business opportunities for specified Account Managers
- Responsible for opening the new division of Accounting, Finance, and Engineering (Senior Recruiter promotion)

ATHLETIC ACHIEVEMENTS

NEFW, Primos, Rocky Mountain Pro, and FiteTV - Professional Wrestling

- 3x Colorado Champion

WBFF Pro - Diva Fitness Model - Competitive Fitness/Bodybuilding

- Obtained pro-card June 2020 in 1st & overall placement

X-League - Women's Professional Tackle Football

- Safety, Wide-Receiver, and Offensive Guard

Sponsorships & Partnerships

- Monster Energy, Harley Davidson, Grunt Style, MusclePharm, and AI Sports Nutrition