

Crystal Jones

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Objective: Recruiting and HR professional seeking a work from home opportunity that will allow the utilization and enhancement of my many years of specialized experience. I would prefer a remote opportunity but will consider traditional employment with the right prospect.

Skill and Software:

Recruiting Account management Inventory Control Customer Service Accounts Rec/Pay
SAP Kronos PeopleSoft PeopleNet Various Internal Databases and Recruitment Platforms
Internet Research Data Entry MS Office Personnel Management and Organization
Trucking Office Salesforce Quickbooks (for small business management)

Employment History:

Randstad 2019-Present

MC Asst Market Manager, Skilled Trade Recruiter, Senior ADM

- Have accountability for the financial success of Branch operations
 - Ensure team thrives by casting a vision and operationalizing success
 - Use a variety of tech and touch strategies to ensure Human Forward outcomes
 - Establish and execute a business development plan for personal production and team
 - Lead the sales efforts and produce tangible results
 - Effectively recruit, interview, coach and retain talent both for clients and local team
 - Offer innovative and creative employment solutions
 - Market talent to make certain they land the right job and teach team how to do this
- Perm placement recruiter billing over \$150k within first 6 months
Senior Account Development Manager in a preferred client unit growing talent and client relationships

Self Employed 2016-2019

CurrentApostolic Trucking, LLC., Card Connect Portland, Self-Published Author

- *Manage bookkeeping for 2 separate companies
- *Handle all aspects of recruiting, hiring, onboarding, and employee HR for 2 separate companies
- *Marketing, and social media management for 2 small businesses
- *A/R, A/P, and bookkeeping for Apostolic Trucking and Card Connect Portland
- *Various speaking engagements for book publishing and marketing

Randstad 2012-2016

Recruiter, Preferred Account Manager, On Site Account Manager

- *Strategize, coordinate, and follow up on all recruitment activities for temporary and perm candidates
- *Negotiate starting salaries, performance and cost of living increases, and performance management of temporary and contract workers
- *Support the conversion of temporary associates to full time as business needs are met
- *Set up and represent the company at job fairs and other external recruiting activities

- *Administer personality and skills assessments, background checks, and drug screens for qualified candidates
- *Perform recruitment advertising on public and university job boards, and resource various recruitment sources
- *Maintain tracking system and other staffing reporting, KPI, and financial analysis reports to ensure business needs are being met
- *utilized VMS systems including Fieldglass, Peoplenet, and others
- *various other duties as needed

Clientele includes:

- *The Coca Cola Company- Managed 6 site locations where within one year took the business from an average of 60 talents working to an average of 120+ with several wage increases, conversions, and finished 120% above budget and finished the year as one of the top 10 on-site Randstad branches in the country.
- *Material in Motion- worked with my partner to meet business needs with an average talent working of 200+
- *Inmar, CKS, and various others
- *As recruiter serviced and handled all avenues of recruiting for one of the busiest branches in the country which led to finishing as the number two rated recruiter in the country

Southwire Company 2010-2011

Staff Accountant

- *research and resolve all issues related to accounts receivables within my book of business
- *maintain, distribute, and resolve issues received in general accounting mailbox
- *strategize and handle all accounting documentation in regards to related book of business and report weekly on business demands and needs for portfolio

Publix Manufacturing 2002-2010

Inventory Control Manager

- *create, manage, and handle all reporting and documenting of inventory, cycle counts, and financial records via SAP software
- *perform safety evaluations, new hire orientations, and assist with HR record keeping
- *responsible for day to day inventory levels and analysis of inventory throughout the production cycle
- *Plan, schedule, and coordinate the availability and movement of materials through the production cycle
- *ensure shipment and delivery time schedules are maintained in receiving raw materials and packaging supplies
- *investigate and work to correct inventory discrepancies
- *train and coach warehouse and production staff to ensure accuracy of documenting and inventory control

Education:

Some college (completed 3 years of a 4-year BA in accounting)
 Currently attending Liberty University Online to complete my BA in accounting

References:

References available upon request