

JENNIFER HEATH

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EXPERIENCE

FEB 2022 –
FEB 2024

SENIOR RECRUITER, JOBOT (CINCINNATI, OHIO)

- Utilized Zoom Info, LinkedIn Recruiter, and internal applicant tracking system (ATS) to find and attract highly skilled professionals.
- Operated a full desk and recruited candidates for various industries such as Finance and Accounting, Information Technology, Healthcare, Oil & Gas, SaaS, Start-ups, Engineering, Manufacturing, Agriculture, Construction, and Education.
- Lead full recruitment life-cycle, from sourcing strategies, talent recruitment and acquisition to interview preparation, rate negotiation and onboarding.
- Lead high-volume recruitment efforts across the United States to source and recruit potential candidates and clients.
- Regularly utilized Microsoft Teams, Zoom Meetings, Skype, and O365 (Word, Excel, OneNote) for effective communication with team members, candidates, and clients, as well as for enhancing my organizational skills.

MAR 2021 -
FEB 2022

TECHNOLOGY TALENT MANAGER, ROBERT HALF (CINCINNATI, OHIO)

- Led the SPS (Salaried Professional Services) technology consulting team (10 individuals), and oversaw the placement of software engineers and other technology candidates.
- Utilized Microsoft Teams, Zoom Meetings, Skype, and O365 (Word, Excel, OneNote) for effective communication with team members, candidates, and clients, as well as for enhancing my organizational skills.
- Utilized professional networking platforms such as LinkedIn and Zoom info, as well as internal resources, to effectively and proactively establish and grow a strong client base.
- Utilized Zoom Info, LinkedIn Recruiter, and Sales Force to find and attract highly skilled professionals.

APRIL 2018 -
FEB 2021

TECHNOLOGY SENIOR RECRUITER, ROBERT HALF (CINCINNATI, OHIO)

- Established robust partnerships with local technology schools to expand my talent pool and foster enduring connections with IT and software development professionals.
- Utilized Salesforce, LinkedIn, and Career Builder platforms to identify additional high-quality talent.
- Leveraged my exceptional organizational skills and ability to multitask to effectively manage multiple concurrent IT projects encompassing various roles including IT Director, Network/System Administrator, Help Desk, and Desktop Support.
- Participated in client conference calls alongside account executives as a specialized technical expert, providing guidance on salary expectations and required skill sets.

FEB 2011 –
DEC 2017

DIRECTOR OF SALES (MARRIOTT BRANDED HOTELS) VARIOUS OWNERS

- Developed a comprehensive annual business plan that outlined sales strategy for the upcoming year. Additionally, accountable for managing the financial aspects of the Sales Department, including daily and monthly budget planning.
- Managed rate negotiations for all local enterprise accounts, in addition to local small businesses and groups such as weddings and social gatherings.
- Responsible for recruiting, hiring, training, and managing a Sales Coordinator for my properties. This also involved overseeing payroll management and conducting quarterly performance evaluations.
- Meticulously documented all events, meetings, and group activities, while efficiently coordinating efforts across the sales and operational departments to ensure utmost client satisfaction.
- Consistently demonstrated a proactive approach to cold calling, employing effective communication strategies to engage with decision-makers and key stakeholders. I had a proven track record of building and maintaining a robust pipeline of leads through persistent and targeted cold calling efforts.

ACCOMPLISHMENTS:

- Sales Excellence Award Winner (2016) for top sales at Interstate Hotels & Resorts – won a cruise
- 2015 Apex award winner (top 10% of sales) at Sage Hospitality
- Increased group revenues 200% year over year
- Achieved 131% of group goal year to date and achieved 114% of yearly budget

EDUCATION

MAY 2007 BACHELOR OF SCIENCE IN EDUCATION, BOWLING GREEN STATE UNIVERSITY

SKILLS

LINKEDIN, LINKEDIN RECRUITER, MICROSOFT (TEAMS, OUTLOOK, WORD, EXCEL, POWERPOINT, ONENOTE), SKYPE, ZOOM INFO, RELATIONSHIP BUILDING, MULTI TASKING, CAREER BUILDER, APPLICANT TRACKING, RECRUITING, RELATIONSHIP BUILDING, HIRING, NEGOTIATION, SOURCING, HUMAN RESOURCES, COMMUNICATION, PASSION, MANAGEMENT, ACQUISITION