

KAYE-LEIGH COLLINS

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SUMMARY

A dependable, highly motivated HR professional with experience in Campus Recruiting, IT recruiting and cold calling passive candidates. Takes on multiple projects and is a team player that continuously takes on new tasks. Builds long lasting business relationships with great customer service and attitude.

EXPERIENCE

WAL-MART STORES, INC, Bentonville, Arkansas

Sr. Sourcing Specialist 2008 to 2009

- Source passive candidates through cold calling techniques to fill internal open requisitions.
- Used Boolean logic to run web searches for passive candidates.
- Acted as an internal 3rd party search firm within our recruiting department.
- Developed and maintained relationships with hiring managers to address their staffing needs externally.

ADDITIONAL

Campus Relations Recruiter, 2006 to 2008

EXPERIENCE

Established, developed and maintained relationships with college and university staff members along with our Information Systems Division managers and executives within Wal-Mart. Ensure that recruiting goals are met while adhering to an annual budget. Execute the Campus Recruiting Strategy for Wal-Mart's Information Systems Division. Coordinate, attend and represent Wal-Mart at recruiting events held at colleges and universities and diversity career fairs throughout the country. Identify and source candidates, conduct interviews, develop offers and make hiring decisions regarding programming and infrastructure positions. Hired all IT interns for the summer and mentored them through the process of getting a full time offer.

Recruiting Coordinator, 2004 to 2006

Created and made all offers for our Campus Relations Team. Supported up to five recruiters at a time with all their hiring needs. Planned all recruiting trips for recruiters by ship ping supplies and supporting them while they were traveling. Administered all drug screenings and criminal background checks on new hires. Maintained relationships with store operations and Regional Human Resource Managers.

Research Analyst

2001 to 2004

Researched open or unpaid invoices from vendors to pay or return merchandise back to vendors. Built relationships with buyers and vendors to more accurately support their accounts.

EDUCATION

Strayer University - Business Management -Currently attending

CERTIFICATIONS

Dale Carnegie - 2008, HR Certified - 2007, CIR Certified - 2008

AFFILIATIONS

SIFE

COMPUTER

Excel, Access, Word, PowerPoint, People Soft, Deploy Systems,

SKILLS

Host, Escreen

PERSONAL

Enjoys scuba diving, working out, football, swimming, and music.