

KAREN L. FINDER

4444 Right Way, Kenosha, WI 53111 | 414-555-4321 | karenlfinder@gmail.com

Linkedin: <http://www.linkedin.com/in/karenlfinder>

RECRUITER

Highly motivated and talented recruiter with full-cycle experience in the financial services arena. Ten years' experience maintaining strong business relationships with outside contacts for Fortune's "100 Best Companies to Work For®." Persuasive, innovative leader who has created effective recruiting and tracking systems through utilizing her problem solving skills and entrepreneurial spirit. Brings discipline, organization, and enthusiasm to the recruiting process and works at the highest level of professionalism and ethical conduct.

CORE COMPETENCIES

- Cold Calling & Prospecting
- Networking, Sourcing & Referral Generation
- Cultivating Key Business Relationships
- Written and Verbal Communication
- Behavioral/Skills-Based Assessment Testing
- Pre-Screening & Interviewing
- Recruiting Tracking, Processes & Strategies
- Meeting Revenue Targets & Deadlines

PROFESSIONAL EXPERIENCE

METLIFE, Milwaukee, WI

2009 – Present

140-year-old provider of insurance and financial services to millions of individual and institutional customers

Recruiting Coordinator

- Attract top talent for 8 Wisconsin offices; with recruiting director, hired 37 Financial Service Representatives in 2009 (met 92% of year-long goal in 9-month period)
- Cold call passive and active prospects daily; conduct phone, face-to-face and group interviews to increase pipeline; utilize sourcing techniques, including internet sourcing, social media, networking, and referrals, to develop candidate pools; develop position descriptions and ensure active job postings on major career boards
- Meet and track weekly targets for candidate interviews; manage candidates' status through MetSelect ATS
- Maintain confidentiality of multiple recruitment files; review background reports; execute FINRA Securities licenses and new hire documentation
- Strategically designed, documented and implemented first-ever career selection/hiring process for agency; implemented and continually manage on-boarding process for new associates (orientation, tour, agenda, workstation set-up, welcome kit) to ensure consistent best practices and positive experience; created job training manual for recruiting coordinator position to ensure proper backup coverage
- Train sales directors on corporate compensation policy and practice
- Develop trust and strong working relationships with candidates and mid- to upper-level management through effective communication, coaching, and rapport building

STARK INVESTMENTS, St. Francis, WI

2005 – 2009

Global alternative investment firm with \$6 billion in assets under management

Trading Desk Manager (2006 – 2009)

Promoted in under a year by executive management to manage day-to-day operations of trading department of 90+.

- Developed and managed relationships with 40+ broker-dealers, portfolio managers, and analysts; managed 50+ meeting requests per week
- Coordinated complex domestic and international travel (100+ trips per month), including handling budgeting and visa processing
- Liaisoned between business units to ensure open communication
- Received overall performance rating of "exceeds requirements... results surpass expectations"

PROFESSIONAL EXPERIENCE/STARK INVESTMENTS 2005 – 2009 (CONT'D)**Executive Assistant to Chief Technology Officer** (2005 – 2006)

- Performed administrative tasks for Chief Technology Officer and IT department of 40
- Implemented recruiting initiative for IT department including posting job listings, coordinating interviews, maintaining candidate database, and assisting internal recruiters with scheduling
- Drafted, proof-read, edited, and tracked risk/IT system documentation for auditors and legal department to ensure compliance with required systems

ROBERT W. BAIRD & CO. INCORPORATED, Milwaukee, WI**1999 – 2004**

Employee-owned wealth management, capital markets, asset management and private equity firm with assets of more than \$73 billion and a FORTUNE 100 Best Companies to Work For®.

Training Assistant (2003 – 2004)

- Provided administrative assistance to 7 training manager; delivered customer service for diverse financial advisors, sales assistants, and external vendors
- Organized and coordinated quarterly New Financial Advisor Training Program

Syndicate Administrative Assistant III (2002 – 2003)

- Met administrative needs of client management, institutional sales investment banking officers, and other broker-dealers
- Managed administrative aspects of deals and initial public offerings, including share allocation

Institutional Sales Marketing Assistant (1999 – 2002)

- Performed administrative tasks for managing director, 25 brokers, and 10 assistants
- Implemented supply cost list and inventory tracking system that resulted in cost savings

EDUCATION**Alverno College**, Milwaukee, WI**Bachelor of Arts - Professional Communications** (May 2006)**GROUPS & AFFILIATIONS**

Fuel Milwaukee (Member); Alverno Alumnae Association (Member); Children's Hospital of Wisconsin (Volunteer)

Social Media Groups: Linked: HR, Link Up Milwaukee, Linked: Madison, Milwaukee Women's Networking Group, Society for Human Resource Management (SHRM), Milwaukee Business Professionals, Racine Professionals, Hedge Fund Group (HFG), Facebook Network, and Milwaukee Social Media

COMPUTER SKILLS

Microsoft Office for Windows: Outlook, Word, Access, Excel, PowerPoint; Lotus Notes