

KAREN L. FINDER

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

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

RECRUITER

Talented recruiter with full-cycle recruiting experience in the financial services arena. Highly competent in cold calling, prospecting, cultivating key business relationships, sourcing, referral generation, pre-screening, behavioral/skill-based assessment testing, interviewing, on-boarding, orientation, networking, and developing recruiting processes and strategies. 10 years experience maintaining strong business relationships with outside contacts for Best Companies to Work in America firms.

KEY STRENGTHS

Sales Ability/Persuasiveness

Successful networker

Solution oriented leader

Entrepreneurial spirit

Highly disciplined and organized

Enthusiastic ability to motivate others

Outstanding written and verbal communication skills

Fearless cold caller

Excellent rapport-building

Can-do-attitude and high achiever

Extremely detail oriented

Strong values and ethics

Excellent problem solving skills

Independent decision-maker

PROFESSIONAL EXPERIENCE

METLIFE, Milwaukee, WI

140 year old company provider of insurance and other financial services to millions of individuals and institutional customers

Recruiting Coordinator

2009 – Present

- Responsible for attracting top talent for eight Wisconsin offices
- Collectively hired 37 Financial Service Representatives in 2009
- Strategically implemented step by step career selection process for local agency
- Establish and maintain relationships with candidates and mid to upper level management
- Utilization of various techniques for sourcing including: internet sourcing, social media, networking, and referrals to develop candidate pools
- Streamline, educate and assist managers in selection, interview, and hiring processes
- Maintain confidentiality of multiple recruitment files, review background reports, and execute FINRA Securities licenses
- Provide counsel on corporate compensation policy and practice

STARK INVESTMENTS, ST. Francis, WI

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 the day to day operations of a trading department of 90+.

- Develop and manage relationships with 40+ broker-dealers, portfolio managers, and analysts
- Coordinate complex domestic and international travel 50+ trips per month
- Liaison between business units to ensure open communication dialogue
- Provide 24/7 support for above responsibilities

Executive Assistant to Chief Technology Officer**2005 – 2006**

- Assisted in administrative tasks for Chief Technology Officer and IT department of 40
- Recruiting initiative for IT department including: job postings, coordinated interviews, maintained candidate database, and assisted internal recruiters
- Drafted, proof-read, edited, tracked risk/IT system documentation for auditors and legal

ROBERT W. BAIRD & CO. INCORPORATED, Milwaukee, WI

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**

- Administer to seven training managers and provided customer service for diverse financial advisors/sales assistants, and external vendors
- Organized and coordinated New Financial Advisor Training Program (Quarterly)

Syndicate Administrative Assistant III**2002 – 2003**

- Productively met administrative needs of client management, institutional sales investment banking officers, and other broker/dealers
- Executed managed/co-managed deals and initial public offerings

Institutional Sales Marketing Assistant**1999 – 2002**

- Performed administrative tasks for managing director, 25 brokers, and 10 assistants
- Implemented a supply cost list for tracking purposes resulting in a cost cutting effort

EDUCATION**Bachelor of Arts - Professional Communications**

Alverno College, Milwaukee, WI - 2006

Emphasis on specialized coursework in areas including: Professional & Technical writing, News writing, and Interpersonal Communication.

GROUPS AND ORGANIZATIONS

Linked: HR, Link Up Milwaukee, Linked: Madison, Fuel Milwaukee, Milwaukee Women's Networking Group, Society for Human Resource Management (SHRM), Milwaukee Business Professionals, Racine Professionals, Alverno Alumnae Association, Hedge Fund Group (HFG), Facebook network, Milwaukee Social Media, and Volunteer for Children's Hospital of Wisconsin

COMPUTER SKILLS

Microsoft Office within Windows environment: Word, Access, Excel, PowerPoint