

LEAKHENA VEN

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OBJECTIVE:

Results-driven Talent Acquisition Specialist with experience in full lifecycle recruiting, sourcing, screening, and offer management. Proven ability to implement effective sourcing strategies and collaborate with hiring managers and key stakeholders. Seeking to leverage my expertise in talent acquisition to contribute to the success of a dynamic organization.

PROFESSIONAL EXPERIENCE:

TECHNOLOGY TALENT ACQUISITION SPECIALIST

March 2022-December 2022

ANDIAMO PARTNERS (Remote)

Andiamo Partners is a recruiting firm where I worked in the RPO division. I collaborated with clients' talent acquisition teams, providing consultancy on engineering roles, guiding hiring managers through the recruitment process, and developing effective strategies to attract top talent. Clients that I was assigned to during my tenure here were Goldman Sachs, Walmart and Aurora Solar.

- Integrated into client's talent teams, specializing in the recruitment of software engineers including Backend, Frontend, Fullstack, Computer Vision Engineers, QA Engineers, and QA Managers.
- Collaborated with hiring managers, actively participating in intake calls and developing weekly cadences to ensure alignment and progress.
- Developed and executed effective Boolean, X-ray, and Social Media searches to identify and attract top talent focusing on diversity.
- Engaged in team meetings with the VP of Engineering to discuss pipeline status and strategize on recruitment efforts.
- Performed full life cycle recruiting, implementing sourcing strategies that resulted in successful placements.
- Managed 20 or more requisitions simultaneously, sourcing more than 100 candidates per role and making 5-10 placements per month.

TALENT ACQUISITION SPECIALIST

September 2021-March 2022

DEVO TECHNOLOGIES (Remote)

Devo is a start-up SaaS company with over 300 employees, developing a cloud-native logging security analytics platform for various industries. In this role, I focused on recruiting for Corporate, Non-Technical and Executive positions.

- Performed full lifecycle recruiting, including sourcing, screening, interviewing, and extending offers to qualified candidates, managing a requisition load of 20 or more at a time, making over 10 placements per month.
- Implemented effective sourcing strategies to attract top talent, utilizing various channels such as job boards, social media, and professional networks with a strong focus on diversity to search for active and passive candidates.
- Collaborated closely with hiring managers and key stakeholders to understand hiring needs and develop tailored recruitment strategies.
- Conducted thorough candidate assessments, evaluating qualifications, skills, and cultural fit.
- Managed candidate pipelines and provided regular updates to hiring managers and stakeholders.
- Collaborated with recruiting coordinators to efficiently schedule and thoroughly prepare candidates for their interviews.
- Sourced and filled roles in Sales, Marketing, Customer Support, and IT within a SaaS environment.

NATIONAL ACCOUNT MANAGER
PRO SOURCE, INC.

August 2020-September 2021

Pro Source is a national staffing firm where I served as an Account Manager and Full Desk Recruiter. I acquired contracting roles from clients across various industries and maintained a pipeline of candidates for current and future positions. I was responsible for leading the software engineering division.

- Conducted cold calls to key stakeholders and decision makers using ZoomInfo and research to prospect for new clients.
- Exceeded standard KPIs by making over 100 calls per day, resulting in a significant increase in client acquisition.
- Ran reference checks on new hire candidates to ensure quality and generate leads for potential clients.
- Participated in vendor calls to gain a better understanding of the requisition process.
- Led the software engineering division, providing strategic guidance and support to the team.
- Collaborated with TA Specialists and HR managers to schedule on-site and virtual interviews.
- Involved in rate negotiation with clients

SR. TALENT ACQUISITION SPECIALIST/SALES REPRESENTATIVE
RESTREPO ENTERPRISES

July 2019-August 2020

Restrepo Enterprises is a start-up firm where I was the first hire, working as a full desk recruiter. I focused on acquiring new client relationships and building and maintaining relationships with candidates on a national level. One of my most notable achievement here was placing a candidate on a contracting role and was able to source, identify and onboard within 24 hours.

- Worked as a full desk recruiter with a focus on technical roles, including embedded software engineers, mechanical engineers, electrical engineers, controls engineers, and systems engineers.
- Prospected for new clients using Sales Navigator, research, and lead generation from candidate interactions.
- Implemented effective recruiting and sales strategies to attract top talent and expand client base, managing 10-15 requisitions simultaneously and nurturing 10 client bases.
- Maintained regular communication with hiring managers to foster strong relationships and ensure alignment on recruitment needs.
- Conducted thorough candidate screenings to assess qualifications and suitability for specific roles.
- Extended and negotiated offers with candidates, ensuring competitive exempt and non-exempt wages.
- Collaborated with TA Specialists and HR managers to schedule virtual and on-site interviews.

TECHNICAL RECRUITER
TOP LEVEL STAFFING

2018-2019

Top Level Staffing is a division of Entegeee, a national staffing firm. In this role, I focused on recruiting for technical positions in various industries, including Engineering, IT, and Manufacturing.

- Sourced and screened candidates for technical positions, including Software Engineers, Electrical Engineers, Mechanical Engineers, and IT professionals.
- Utilized job boards, social media, and networking to identify potential candidates.
- Conducted phone and in-person interviews to assess candidate qualifications.
- Presented qualified candidates to hiring managers and coordinated interviews.
- Negotiated offers and facilitated the hiring process.
- Maintained regular communication with candidates and hiring managers to ensure a smooth recruitment process.

- Developed and maintained relationships with clients to understand their hiring needs and provide exceptional service.
- Attended job fairs and industry events to network and attract top talent.
- Collaborated with team members to share best practices and improve recruitment strategies.
- Managed 5-10 requisitions daily, made 80+ cold calls per day and 10+ submissions per week, billing over \$60k on a weekly basis.

OPERATING SYSTEMS:

- LinkedIn Recruiter, Gem, Prelude, Lever, Workday, Greenhouse, Jobvite, RecruitCRM, ICims, Bullhorn, HireEZ, Fetcher, Monster, CareerBuilder, Indeed, Dice, ZipRecruiter, Microsoft Office Suite, Excel, PowerPoint

EDUCATION:

Middlesex Community College, Lowell, MA
Associates in Liberal Arts & Science, Concentration in Life Sciences

CERTIFICATIONS:

Certified Diversity Sourcing Specialist (CDSP)
Sourcing Training and Certifications by Brain Gain Recruiting