

Courtney Clark

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Talent Acquisition / Recruiting Professional

Recruiting professional focused on matching great people to great roles for great results.

A results-driven, take action professional with experience in IT Recruiting and Event / Project Management.

PROFILE

- ◆ Driven, self-motivated, and passionate young professional with 3 years of experience in the consulting and IT field. Has a passion for understanding individuals backgrounds, skill sets and interests to match them with a new career opportunity.
- ◆ Project Management and Event Management experience through discovery and execution of various projects for Keyot including two Trailblazers events, Certified Scrum Master and Certified Scrum Product Owner Trainings and other Consultant Give Back Events.
- ◆ Her mix of task management capabilities and natural curiosity makes her the ideal person to make great career matches and drive results quickly.

COMPETENCIES

Recruiting

- ◆ Building and Maintaining relationships with an average of 10 new candidates each week.
- ◆ Establishing relationships and building trust with business professionals in Des Moines to be a professional resource for them
- ◆ Match candidate experiences and passions with client opportunities

Project Delivery

- ◆ Led multiple internal projects for Keyot give back events including stakeholder and attendee management, task and time management, and execution of the event

- ◆ Salesforce | Talent Rover, SQL Server Management Studio, Team Foundation Server, Visio, MailChimp , Microsoft Office Suite (Word, PowerPoint, Excel, SharePoint)

EDUCATION and CERTIFICATIONS

Bachelor of Arts Degree in Business Economics and Supply Chain Management – University of Northern Iowa

- ◆ UNI Distinguished Scholarship Recipient
- ◆ Magna Cum Laude

Certified Scrum Master

Certified Scrum Product Owner

EXPERIENCE

Keyot, Des Moines, IA

June 2016 – Present

Recruiter (June 2018 – Present)

- ◆ Responsible for leading recruiting strategies in Des Moines Market
- ◆ Successfully placed 13 consultants on billing and 2 permanent placements in first 5 months
- ◆ Earned top 2 recruiter designation in first year of recruiting
- ◆ Earned “Drive to Win” Award in 2018
- ◆ Mentor new Recruiters / team members on the Des Moines Market
- ◆ Consistently exceeding number of new contacts created each week
- ◆ Coordinated and executed 2nd Annual Trailblazers event with Corteva Agriscience
 - Over 130 participants in attendance with the target audience of middle school, high school, and college freshman or sophomores
 - Coordinated 5 young professional panelists with various backgrounds in STEM
- ◆ Manage the Keyot Consultant Monthly newsletter to keep consultants abreast of Keyot and Des Moines tech market happenings
- ◆ Research and coordinate all Keyot volunteer opportunities for both back office and consultants

Crew212 Delivery Coordinator (July 2017 – June 2018)

- ◆ Recruited and Interviewed top talent individuals to build the biggest Crew212 class to date
 - Assisted in phone screening, final stage interviews, and profile creation process resulting in 50% of 2018 Crew212 class being personal hires
- ◆ Analyzed current processes to enhance and meet next generation workforce demands
- ◆ Analyzed statistics on current hires to better position the program in the future
- ◆ Facilitated the onboarding process for new hires
- ◆ Collaborated with new hires to determine the correct placement for them based on their skill sets and interests
- ◆ Coordinated and executed the first Keyot hosted Agile Warrior Series event in Dallas, Texas
 - Over 250 people in attendance with 3 tracks of Agile topics and over 15 speakers
- ◆ Coordinated and executed 1st Annual Trailblazers event in Des Moines with Principal Financial Group
 - Over 180 participants in attendance with the target audience of middle school, high school, and college freshman or sophomores
 - Coordinated 6 young professional panelists with various backgrounds in STEM

Crew212 Business Analyst (June 2016 – July 2017)

Client: Agriculture Company

- ◆ Business Analyst:
 - Served as Business Analyst for Supply Chain IT Team
 - Collaborated with subject matter experts to gather functional and non-functional requirements for system rewrite
 - Assessed and provided recommendations on how to make the system more functional and efficient for current users
 - Developed and executed regression testing
 - Wrote, modified, and executed SQL Scripts in SQL Server Management Studio to troubleshoot application production issues
- ◆ Project Manager:
 - Served as Project Manager for new application development for global shipping procedures
 - Collaborated with international third-party teams as the onsite liaison between subject matter experts and development team
 - Created business requirements documents for development team and a playbook for ease of transition to run and maintain teams

- Utilized Microsoft Project Professional to track and monitor deadlines and project performance
- Developed project plans and managed budget to ensure timely delivery of milestones
- Escalated issues and provided solutions in the event the project became off track
- Participated in Stage Gate Reviews with Enterprise PMO
- ◆ Scrum Master:
 - Helped introduce a Kanban team to Scrum Methodologies
 - Assisted in facilitating Scrum Events including Daily Scrums, Refinement, Sprint Planning, Review and Retrospectives
 - Assisted Product Owner in prioritizing work and communicating with team
 - Assisted in removing impediments for team by communicating with appropriate stakeholders
 - Created standard procedures and management on Team Foundation Server for task and bug tracking to better measure team output per sprint
 - Introduced new reporting techniques to the leadership team in the form of bi-weekly, monthly, and quarterly team status reports / scorecards
- ◆ Portfolio Management:
 - Collaborated with North America IT Steering committee to prioritize work for Supply Chain IT team
 - Provided up to date metrics on team resource allocation on projects for capacity planning

Whirlpool Corporation, Cleveland, TN

May 2015 – August 2015

Manufacturing Leadership Development Program Intern

- ◆ Captured critical documents necessary for standard work from an obsolete database
- ◆ Analyzed and corrected 52% of the captured documents to follow the ideal state
- ◆ Investigated and corrected a potential \$6.6 million inventory error
- ◆ Developed and implemented a Layered Process Audit within the Fabrication department

UNI College of Business Advising Office, Cedar Falls, IA

August 2014 – May 2016

Peer Advisor

- ◆ Assisted in customer service and scheduling between students and university staff
- ◆ Created literature and packets for prospective student tours
- ◆ Assisted with new student orientations and perspective student orientations