

## **Chad Pursley**

Dallas, TX 75252

### **SKILLS SUMMARY**

Experienced recruiter with experience in implementing talent acquisition strategies in corporate and staffing agency environments. Experience working with hiring managers in identifying evaluation knowledge, skills, and abilities to assess candidates. Manage candidates through the hiring process, build rapport, and negotiate salary expectations.

### **EDUCATION & CERTIFICATIONS**

B.A., Literary Studies, Minor in Business, 2007  
University of Texas at Dallas, Richardson TX

SPHR, Senior Professional Human Resources 2013

### **WORK EXPERIENCE**

#### **DFW International Airport Board, DFW Airport, TX**

##### Talent Acquisition Specialist

October 2011 – October 2014

- Full cycle recruiting: Lead intake meetings with hiring managers to discuss job requirements, customize DDI Targeted Selection interview guides, and inform them of our recruitment strategy.
- Source candidates from postings, job boards, web searches, LinkedIn, employee referrals, cold calls, college outplacement, and community organizations.
- Post jobs, review resumes, contact candidates to perform phone screenings, update and advise hiring managers.
- Schedule interviews, guide candidates through the process, write candidate calibration reports, provide SkillSurvey references, lead consensus meetings and follow up with results of interviews.
- Attend diversity job fairs on behalf of the DFW Airport.
- Identify internal and external recruitment methods and implement them within the context of the organization's goals and objective.
- Ensure HR team and hiring managers are regularly updated on the status of recruiting in their areas.
- During a major organization of our front end customer service personnel we had 58 opportunities for advancement for 200+ seasoned internal employees. Interviewed each one and set them up for interviews for those positions that they qualified for.
- When our IT recruiter quit, I requested the responsibility to support the IT requisitions. There were ten openings at that time; most were more than six months old. I had nine closed within two months. Then took over recruiting for the IT department
- On contract with Abba Staffing & Consulting in this role until September 2013.

#### **Systemware Professional Services, Addison, TX**

##### Contract Recruiter

July 2011 – September 2011

- Sourcing and recruiting for North Texas and Central Georgia Technology companies.
- Interviewing professionals face to face, performing phone screenings.
- Record activities in Applicant Tracking System.

#### **The Robinson Diamond Resource Group, Dallas TX**

##### IT Recruiter

April 2011 – June 2011

- Sourcing, pipeline, and recruiting for the local DFW market.
- Sourcing for IT roles for software start ups and SMBs for application design in open source technologies.
- Record activities in Applicant Tracking System.

**PDS Tech Inc, Irving TX**

Recruiter

August 2007 – April 2011

- Recruit a high volume of candidates to fill various openings in the diverse fields and geographic regions (technical, IT, service technicians, elections, industrial, administrative and more.)
- Advertise, rewrite, and distribute job description to multiple venues, select candidates from resume databases, and responses to postings.
- Engage professionals in discussing career objectives, salary requirements, client culture, job expectations, build rapport, and close them on the position.
- Recruitment responsibilities including, but not limited to sourcing, screening, interviewing, reference-checking, and negotiating offers.
- Source candidates from job boards, web searches, social networking, LinkedIn, Facebook, niche job sites, employee referrals, cold calls, and community organizations.
- Recruited technicians to support electronic voting machines in the 2008 Presidential elections.
- Organized and marketed a networking event inviting professionals in targeted fields to meet with recruiters.
- Basic understanding of common work visas, security clearances, ATS use, and industry vocabulary.

**Project Transformation, Dallas TX**

AmeriCorps Member/Site Coordinator

May 2006- August 2006; December 2006 – August 2007

- Responsible for supervising and leading a team of ten to create and implement a program for at-risk children and teenagers.
- Recognized for leadership skills and team cohesiveness.
- Communicated with outside entities including schools, nonprofits, religious institutions and community organizations.
- Found creative solutions to the challenges of working on a budget that only covered food to ensure that our program had donated supplies, recruit and train volunteers, recruit students and improve the program.
- Coordinated the site reporting in an organized and efficient manner that upheld deadlines.

**Software Skills**

MS Office, PeopleSoft, Maxhire, Taleo, Smartsearch, Work Nexus, IQNavigator, Guident, Fieldglass, Beeline, SkillSurvey, Wanted Analytics, Kenexa