

MICHAEL SPIRO

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CAREER SUMMARY – RECRUITING EXPERIENCE

Experienced **Senior Recruiter, Talent Acquisition Specialist** and **HR Professional** with proven success in the staffing industry. Expertise with sourcing, recruiting, interviewing, matching and onboarding candidates for positions in **multiple industries**. Possesses outstanding written and verbal communications skills and is a highly effective public speaker. Extremely organized, tech savvy, adept at multi-tasking, and a meticulous record-keeper. **Passionate about building and maintaining relationships** with both client business partners and candidates.

- Recruits candidates for positions in **Finance & Accounting, Information Technology (IT), Sales & Marketing, Medical/Healthcare, Operations and Executive Management**.
- Sources candidates for clients in multiple industries, including: **Banking, Insurance, Legal, Manufacturing, Medical, Retail and Software Development**.
- Extensive use of **multiple creative sourcing methodologies**, including cold calling, traditional networking, advanced internet searches, and social media.
- Develops new business and maintains relationships with key client decision-makers.
- Counsels/coaches job seekers on networking, resume writing and interviewing.
- Extensive use of various cloud and server-based applicant & client tracking systems.

EMPLOYMENT HISTORY

JEFFERSON WELLS, Seven Hills, Ohio

2013 – Present

Senior Recruiter / Finance

(Jefferson Wells is a division of ManpowerGroup, a publicly traded staffing firm with 31,000 staff employees operating out of over 3,600 offices in more than 80 countries.)

- Directs all recruiting efforts for Finance and Accounting talent in the Midwest region.
- Expert use of innovative Search, Sourcing and Recruiting techniques.
- Proactively recruits and maintains a pipeline of Auditors, Accountants, Financial Analysts, Tax Accountants, Controllers, Finance Directors, CFO's and other F&A professionals.
- **Won "Circle of Stars" incentive trip two years in a row for year-over-year GP\$ growth (top 4% of company.)**

PATINA SOLUTIONS, Westlake, Ohio

2010 – 2012

Senior Recruiter / Director of Talent Solutions

(Patina Solutions is a professional services firm specializing in deploying professionals with 25 or more years of work experience on contract/consulting engagements.)

- Sourced, recruited, interviewed and on-boarded qualified professionals for client engagements in the Cleveland and Chicago markets.
- Proactively recruited and maintained a pipeline of top executive-level talent in multiple industries and positions.
- **Maintained a 90%+ successful fill rate** for locating and matching candidates to job requirements from client companies.
- Team Project Leader for evaluating and recommending upgrades to recruiting software.

MIDAS RECRUITING, Solon, Ohio

2008 – 2010

Senior Recruiter

- Boutique Executive Search Firm specializing in the recruitment and placement of top-performing executives and professionals throughout the United States.

KFORCE PROFESSIONAL STAFFING, Independence, Ohio

2005 – 2008

Recruiter / Account Manager

(Kforce is a publicly traded staffing firm with 1,900 staffing specialists operating out of 63 offices in 41 markets throughout North America.)

- Recruited and placed Information Technology (IT) and Finance & Accounting professionals in permanent positions throughout the Cleveland-Akron area.
- Sourced and recruited candidates for client companies in Banking, Insurance, Legal, Manufacturing, Healthcare and Software industries.
- Recruited Project Managers, Business Analysts, Programmers, Developers, Network & Database Administrators, Helpdesk personnel, Controllers, Accountants, Auditors, etc.
- Developed new business relationships with Hiring Managers throughout Northeast Ohio.
- **Established several key accounts** that produced multiple placements.
- **Consistently exceeded recruiting quotas and key performance indicators.**
- Expert use of a proprietary cloud-based applicant & client tracking system & database.
- Served on advisory board for evaluating and recommending upgrades to recruiting software.

MRI / MANAGEMENT RECRUITERS INTERNATIONAL, Beachwood, Ohio **1999 – 2005**

Recruiter / Account Executive

(MRI, a subsidiary of CDI Corp., is a publicly traded staffing firm with 2,500 staffing specialists operating out of over 950 franchised offices in more than 35 countries.)

- Recruited and placed executive-level professionals in permanent positions worldwide.
- Sourced and recruited candidates in Manufacturing, Healthcare and Software industries.
- **Established key accounts that produced multiple placements, within the first 3 months.**
- **Consistently exceeded established recruiting quotas.**
- Recruited VP of Sales, Sales Managers, Software Sales Engineers, Developers, etc.
- **Broke the individual office records for highest single fee brought in, highest quarterly billings and highest overall annual billings.**
- Developed new business relationships with Hiring Managers throughout the U.S.
- **Won “Pacesetter” incentive trip for top recruited placements company-wide (equivalent to “President’s Club.”)**
- Expert use of a proprietary server-based applicant & client tracking system & database.

EDUCATION

Case Western Reserve University, Cleveland, Ohio

Bachelor of Arts Degree (Psychology)

TECHNOLOGY SUMMARY

Expert level on both Microsoft and Apple computer operating systems. Highly skilled with Advanced Internet Search & Recruiting Techniques including the use of Social Media and with Microsoft Office Suite Applications (Word, Excel, PowerPoint, etc.) Experienced with CRM and Applicant/Client Tracking Systems: Bullhorn, Salesforce.com, Recruitmax, CAPS, ACT! and CATS.

- Creator and writer of the popular blog “Recruiter Musings” (michaelspiro.wordpress.com) which provides advice for job-seekers, receives thousands of viewer hits every week and has regular followers and subscribers from all over the world. Recently surpassed one million visitors.
- LinkedIn Profile: www.linkedin.com/in/michaelspiroprofile