

CRISTIN HAYE

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Cristin Haye is experienced in Human Resources, Full Desk Recruitment, Training & Development, and Executive Administration. She is driven by goals, passion, & opportunities to improve in all aspects of her career. Cristin has a passion for working with people and loves the interaction with others. She takes pride in her work by being precise, analytical, taking ownership, & always striving to improve. Cristin's goals are to learn continuously, be a positive mentor & an influential leader in each position and opportunity that presents itself. Cristin has been recognized for being a team player, her willingness to help others, always striving to succeed, & her hard work & dedication.

EXPERIENCE

AUGUST 2020 – CURRENT

UNDER WRITING SERVICE ASSISTANT, STATE FARM

- ❖ Communicates with Policyholders, Agents, Producers, and/or third parties via various communication media
- ❖ Provides assistance to underwriting staff by performing a variety of service/support functions
- ❖ Maintains and updates auto policyholder records
- ❖ Clear errors, resolves policyholder problems, and works with other departments to resolve policy/policyholder issues
- ❖ Serves as a technical procedural resource to assist in resolving auto service & complaint issues
- ❖ Currently has two mentors in the HR department with State Farm, Allison Rafferty and Laura Hossley.

JULY 2020 – CURRENT

REAL ESTATE AGENT, KELLER WILLIAMS NORTH ATLANTA

- ❖ Generate client leads to buy, sell, & rent properties
- ❖ Council clients on market conditions, mortgages & create comparative market analysis
- ❖ All aspects of marketing myself, my clients, and their homes not limited to social media marketing, direct mail, holding open houses, preparing ads, and posting listings.
- ❖ Facilitate negotiations, prepare proper documentation for offers, counter-offers, deals, and closing documents for each transaction.

FEBRUARY 2018 – MARCH 2020

EXECUTIVE ACCOUNT MANAGER & TRAINER, REFLECTIVE APPAREL

- ❖ Develop long-term relationships with new/existing clients to generate business growth.
- ❖ Forecast management, Salesforce pipeline. And integration project management.
- ❖ Orchestrated, led, & delivered sales presentations.
- ❖ Perform independent research & development strategies to maximize revenue and reach individual and companywide performance goals.
- ❖ Communicate progress of quarterly initiatives to internal & external stakeholders
- ❖ Maintain sales goals to ensure reasonable cycle length, sales volume, and sell rate.
- ❖ Promoted to training supervisor in August 2019; Recruited, trained, and oversaw new sales reps.
- ❖ Managed all social media accounts for Reflective Apparel; Facebook, LinkedIn, Instagram.

AUGUST 2013 – FEBRUARY 2018

FULL DESK RECRUITMENT & TRAINING MANAGER, CREDICO

- ❖ Developed, designed and taught new recruiting strategy that was implemented across the board to over 50 companies within Credico, which led to increased revenue, performance, and company growth.
- ❖ Full Cycle Recruiter for 3 offices in Georgia, Florida, and New York. High volume requisitions.
- ❖ Recruited for positions such as: Executive, Administrative, Technical, Sales, Legal, Temp-Perm and direct hire.
- ❖ Work with outside headhunters & staffing agencies to identify new talent.
- ❖ Heavy social media marketing; creating and posting ads, scouting for talent, running promotions.
- ❖ Review & analyze resumes through a variety of software & applicant tracking systems; Salesforce, Indeed, LinkedIn, Career Builder, Monster, and Social Media Platforms.
- ❖ Conduct multiple Interview processes via phone, in-person, and/or virtual to determine next steps.
- ❖ Administer testing to candidates applicable to the job applied for to access skill levels required for the position.
- ❖ Complete all on-boarding necessary for the role; background checks, drug tests, E-Verify, tax documents, and applicable paperwork.
- ❖ A liaison for new hires and clients.
- ❖ Set quotas and monthly goal performances for all recruiters within the US and Canada.
- ❖ Run monthly recruitment meetings, organize HR events, & create incentives & rewards.

AUGUST 2002 – JULY 2010

B2B SALES EXECUTIVE, MINUTEMAN PRESS

- ❖ Adhere to sales process including but not limited to pipeline development and accurate forecasting via internal tools
- ❖ Utilize and manage customer relationship management systems (CRM) to maintain all client, candidate and lead information.
- ❖ Initiate the sales process by scheduling appointments, identify customer's needs to provide a solution and make initial presentations.
- ❖ Execute Quarterly Business Review to Sales Manager each focusing on past performance, future expectations, analysis of pipeline, key wins, & personal improvement goals
- ❖ Close sales by building rapport with potential accounts, explaining our service capabilities, overcoming objections, and preparing contacts

AUGUST 2010 – AUGUST 2013

EXECUTIVE ADMINISTRATIVE ASSISTANT, ANDRITZ

- ❖ Scheduling of all travel arrangements for CEO & VP's; Domestic & International; scheduling of hotel and food accommodations, reservations, & itineraries.
- ❖ Manage calendar for the CEO, VP's, and Directors included scheduling of meetings, phone calls, conferences, reservations, events, and more.
- ❖ Oversaw the registration and copious details for registering & participating in trade shows and other company sponsored events.
- ❖ Redesign the public drive, update the look of the company's essential document system for optimum organization and ease of use.
- ❖ Order all office supplies, create purchase orders, and managed office expenses.
- ❖ Create Power Point presentations as needed for special projects and/or meetings.
- ❖ Create and Manage new on-line filing system for all of CEO's documents by scanning them in and saving to private drives while developing an organization system.

EDUCATION

AUGUST 1999-MAY 2004

HIGH SCHOOL DIPLOMA, NORTH FORSYTH HIGH SCHOOL

Graduated with a GPA of 3.74; Track, Cheerleading, Soccer, Drama and BETA Club

AUGUST 2005-2006

ASSOCIATES BUSINESS MANAGEMENT, KAPLAN UNIVERSITY

Deans List 3.78

STARTING JUNE 2021-2022

ASSOCIATES BUSINESS MANAGEMENT, GEORGIA STATE UNIVERSITY

NOVEMBER 2019-FEBRUARY 2020

REAL ESTATE LICENSE, CAPITUS LEARNING REAL ESTATE CENTER

Passed State Board and obtained my GA Real Estate License Number 405590

TECHNICAL SKILLS

- Outlook Email
- Microsoft Office Applications (All)
- Salesforce CRM
- On-Boarding
- Applicant Tracking Systems
- Database Management
- Full Desk Recruitment
- Type 65+ WPM
- QuickBooks
- Calendar Management
- Interviewing Skills/Techniques
- Social Media Management
- Marketing, Advertising
- E-Verify

INTRAPERSONAL SKILLS

- Exceptional Communication (Verbal & Nonverbal)
- Training and Leadership
- Team Building
- Networking
- Problem Solving
- Dependable
- Interviewing Skills/Techniques
- Listening Skills
- Works well under pressure
- People Person
- Sales Mindset

