

Omesh R. Singh

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Accomplished Talent Acquisition Professional with over 10 years' experience attracting and recruiting a diverse talent pool in the Customer Service, Food & Beverage, Production & Manufacturing, Legal and Transportation industries. Corresponded, communicated, and counseled internal stakeholders on current job market trends, candidate flow, and overall feedback on the hiring process. Assembled various advertising campaigns that established new markets and relationships. Adept to isolating problems, focused on solutions, improving companies' productivity, and reducing turnover. Demonstrated ability filling multiple concurrent positions, implementing staffing, recruiting processes, strategies, and solutions. Strengthened relationships with management, diversity, and inclusion. Motivated change to identify the intricate needs of an ever-changing workforce. Experience using various Applicant Tracking Systems such as eArcu, Success Factors, Workday, & Smart Recruiter. Mentored and guided teams to meet quarterly and yearly goals.

Skills

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|----------------------|-----------------------|------------------|------------------------------|
| Change Agent | Sourcing | Screening | Full Cycle Recruiting |
| Interviewing | Communication | Time Management | Problem Solving |
| Negotiation | Leadership | Decision Making | Data Analysis |
| Brand Management | Mentoring | Social Media | Networking |
| Volunteering | Community Involvement | Collaboration | Sales & Business Development |
| Interpersonal Skills | Phone Interviewing | Reference Checks | Assessing Candidates |

Education

AUGUST 2023 – ANTICIPATED GRADUATION DECEMBER 2024

Bachelors in Human Resource Management | Southern New Hampshire University | Online

Experience

AUGUST 2022 – JULY 2023

Talent Acquisition Partner | Red Bull Distribution Company (Contract) | Remote, MN.

Developed and led the EVP strategy, creating best in class initiatives internally and externally via various channels such as social media, networking forums, and collaborating closely with community partners. Continuously built an active talent pool of high caliber candidates for current and future roles. Led regional talent attraction and employer branding projects. Utilized sourcing tools to engage passive candidates. Developed creative strategies to secure candidates utilizing the internet, job fairs, social networks, sourcing, and cold calling. Maintained good rapport and working relationships with employees and managers to prevent and resolve issues affecting the workplace and help support a positive work environment. Demonstrated ability to resolve problems or issues by gathering and assessing information, taking advice, and using judgment that is consistent with standards, best practices, policies, and procedures. Persuasive, solution-oriented communicator with highly effective motivational skills. Superior ability to assemble talented teams, coupled with strong consultation skills.

July 2021 – July 2022

Talent Acquisition Specialist | Collins Aerospace (Contract) | Burnsville, MN.

Analyzed and refined the recruitment process to create a better candidate experience. Oversaw a minimum of 26 to 52 open positions/requisitions. Refined branding leveraged usage of ATS (Workday) and managed existing talent base. Improved candidate experience to ensure goals and quotas are met. Outstanding multitasking abilities, with superior written and oral communication skills. Sourced, interviewed, and maintained contact network of qualified candidates. Created job advertising for various social media accounts. Conducted prescreening, interviews, and onboarding. Assisted with applicant testing, skill set checks, background checks, and reference checks. Furnished administrative support and advice to human resources staff.

OCTOBER 2018 – MARCH 2021

Regional Recruiting Manager | Metropolitan Transportation Network, Inc. | Minneapolis, MN.

Responsible for Regional Leadership, Candidate Recruitment, Retention and Placement. Built a book of business in the communities we serve and provided exceptional customer service to our clients. Recruited sales representatives by reaching out to them over the phone - prior to scheduling in person interviews, conducting them the same day they apply, and assessing them (role or situational) to gauge their communication of ideas and to sell a brand. Sourced on different job boards, assessing candidates' technical, and critical thinking skills. Sourced, interviewed, and placed talent at all terminals. Oversaw and maintained staffing levels for all classes. Participated in the evaluation and monitoring of training programs to ensure success; followed up to guarantee objectives are met. Assess candidate qualifications by thoroughly vetting candidate backgrounds, experience, hard and soft skills. Leveraged resources to recruit high-caliber candidates through online job boards, newsgroups, social network platforms, and other resources to build a strong sourcing pipeline and talent pool. Utilized ATS extensively to ensure active candidate tracking, maintain candidate and client notes, and schedule appointments. Maintained email correspondence with clients, candidates, and internal staff. Generated job descriptions to post on Company website and online job sites. Participated in local trade association and networking events to increase MTN's presence in the community. Participate in educational opportunities, workshops, and seminars to increase knowledge on current industry and hiring trends. Developed and executed a recruitment strategy that identified, sourced, and attracted high quality candidates for various positions at Fridley, Mahtomedi, Minneapolis, New Richmond, and Stillwater Locations. Implemented best sourcing methods, pre-screened job candidates, conducted preliminary interviews, scheduled drug tests/pre-employment physicals, conducted background checks, processed Motor Vehicle Records, and provided guidance to management on proper interviewing techniques. Administered new hire orientation, on-boarding, and pre-employment paperwork. Provided reporting, activity metrics and related analytics to help inform Corporate of the functional results and provided valuable information for strategic decisions. Networked within the community, educational institutions, employment agencies and job fairs to increase our Brand recognition to potential candidates. Aggressively pursued new channels to recruit a diverse range of candidates. Used traditional sourcing strategies and resources as well as developed new, creative recruiting ideas. Efficiently and effectively filled open positions while anticipating turnover.

OCTOBER 2015 – OCTOBER 2018

Regional Recruiter | First Transit | Minneapolis, MN.

Developed and maintained relationships with hiring managers and vendors. Managed recruiting efforts for our Commercial Driver's License Locations for all positions including Maintenance, Customer Service, Dispatchers, Auto Technicians, Drivers, Sales Representatives, Payroll Clerks, Street Supervisors, Operations Manager, Safety Managers, and General Managers. Reduced days to fill open positions from 30 to 7, exceeding the goal of 14 days (about 2 weeks). Established and leveraged ongoing partnerships with organizations who offer Commercial Driver's License training & Commercial Learner's Permit programs. Partnered with all levels of management at First Transit's Fargo, Denver, Houston, and Detroit offices to define position requirements, discuss recruiting strategies, develop job descriptions, and attract candidates. Pivotal point of contact for internal and external stakeholders regarding outreach planning activities, goal setting and ongoing resource coordination that was related to increasing our workforce. Communicated effectively to various/diverse groups. Consecutive years of increasing applicant flow and new hires while decreasing recruiting costs. Partnered with Senior Management and Executives to identify recruiting needs; developing, delivering, and monitoring programs to support these requirements. Identified, coordinated, and conducted outreach activities.

MAY 2013 – JUNE 2015

Recruiter | Marino Legal Academy | New York, NY.

Assessed, projected, and determined hiring needs and created a recruiting process that met the company's needs. Collaborated with hiring managers to determine hiring needs and implement a recruiting process for legal professionals, such as paralegals, legal assistants, clerks, and associate attorneys. Managed the full lifecycle recruiting process including candidate sourcing, screening, qualification evaluation, interviewing, negotiating offers, and follow up. Oversaw and managed a pipeline of top talent relationships and maintain contact with potential candidates. Bolstered candidate search opportunities through multiple channels like colleges, networking groups, and service organizations. Maximized outreach methods to job seekers, such as social media, LinkedIn, job fairs, job boards, seeking referrals, and high-volume cold calling.