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TALENT ACQUISITION EXECUTIVE

Accomplished Talent Acquisition Executive with proven expertise in planning, directing, and coordinating activities to maximize the strategic use of human capital and maintain functions such as active and passive candidate sourcing, interviewing, recruiting, talent acquisition and management. Demonstrated effectiveness in providing vision and counsel in elevating organizations through accelerated growth, while consistently aligning business strategy with people and organizational capabilities. Ability to create a productive culture and inspire and galvanize both leaders and employees around a shared vision and tangible outcomes.

- Provide focused and proactive leadership in all phases of talent acquisition, change and performance management, project management, benchmark metrics, and operations efficiency.
- Established professional with proven ability to implement new ideas with a creative, innovative, and practical focus to solutions to recruiting processes and procedures.
- Proven “trusted advisor” with expertise in performance consulting, cost control, and team building.
- Verifiable aptitude in understanding and aligning strategic staffing plans and business objectives while demonstrating capability in problem-solving and decision-making.
- Visionary who synthesizes facts, events, and concepts to develop realistic and long-range plans while directing, analyzing, and executing projects on a timely and cost-effective basis.

**Strategic Planning • Change Agent • Management/Staff Development
Business Partner • Talent Manager/Organizational Designer • Candidate Sourcing**

PROFESSIONAL EXPERIENCE

HTC RESEARCH CORPORATION, Concord, CA

1995-Present

Co-Owner, 2000-Present

Hired and trained over 180 staff, providing coaching, mentorship, and leadership to ensure proficient knowledge of tools and resources needed to execute tactical staffing plans. Promote and market HTC Candidate Pipeline Development™ strategies and services to company client base by cultivating key business relationships with industry leading executives and staffing representatives. Defined and executed staffing initiatives with corporate clients such as BD Biosciences, BearingPoint, Dolby Labs, Google, IBM, Kaiser Permanente, Medtronic Cardiovascular, Motorola, Northrop Grumman Palm, Plantronics, Tyco Healthcare, Visa, Yahoo!, and other multi-national corporations, mid-cap, start-up companies, contingency and retained search firms. Partner with client companies on projects requiring knowledge of EEOC and OFCCP.

- Instrumental in the development of sourcing strategies and initiatives for recruiting a diverse candidate pool to meet client business goals and values by identifying upwards of 50,000 candidates per year across 400 client requisitions.
- Maximized monthly web traffic by over 400% by developing the Candidate Pipeline Development™ and HTC Research brands through Search Engine Optimization, Search Engine Marketing techniques, and blogging.
- Moderator of the Candidate Pipeline Development™ group and recognized as one of the top 70 most connected people worldwide, with over 12,800 first level connections on LinkedIn.
- Established vendor relationships with a global network spanning across South America, Africa, and India which reduced candidate identification costs by 50%.

HTC continued...

Chief Financial Officer/Co-Owner, 1998-2000

Directed the administration of financial operations including budget preparations and projections, payroll, reconciliation of accounts payables and receivables, and overall financial position of the Corporation. Provided analysis of business trends and operating costs. Projected financial models and statistics based upon hiring schedules, salaries, positions, reporting structures, cost of sale analysis, and regression modeling as part of a five year business plan. Led the relocation of company headquarters from 1,000 square feet to approximately 4,000 square feet.

- Generated a cost savings of \$45K+ through influential negotiations with suppliers for vendor loyalty programs.
- Instrumental in the expansion and relocation of the New Jersey office. Expansion was completed \$60K under budget projections and two weeks ahead of schedule.
- Collaboratively increased gross revenues by approximately \$710K in the first stage and \$1.19M in the second stage, as part of an eight stage growth and business expansion plan.
- Reduced bad debt to less than 3% within one month and secured \$125K from being captured to bad debt by implementing a client outreach program.

Vice-President Candidate Research/Director of Talent Acquisition/Co-Owner, 1998-2000

Provided direction for strategic sourcing, competitive target lists, and creating innovative new recruiting methodologies and techniques for attaining talent. Managed 40 professional staff members across multiple offices. Promoted HTC model of high touch and weekly client communication to maintain objectives and expectations. Researched and performed root cause analysis on projects and strategies related to recruitment patterns and actions to obtain desired solutions.

- Instrumental in ATS vendor selection and streamlining the transfer of over 200,000+ resume files from Filepro to RecruitMax, which allowed more efficient access and decreased duplication of candidates by more than 20% over previous database replication methods.
- Generated a \$20K cost savings from unnecessary upgrades by providing research and analysis pertaining to user needs, while defining requirements for the update of ATS reporting functions, as well as presenting a Request for Proposal on the purchase and implementation of RecruitMax/Vurv.
- Championed the creation of a performance based model, benchmark metrics and bonus structure designed to track how many candidates a researcher could pre-qualify in a day, thus rewarding high performance employees and increasing retention from five months to approximately six years.

Project Manager, 1996-1998

Managed a team of 10 researchers accountable for an average 50 projects per month. Coordinated staffing requirements with hiring managers, business leaders, and partners for assigned client groups to ensure timely and effective hiring practices. Conducted meetings to discuss job descriptions, position qualifications and core competencies, professional and industry associations, and networking contacts to develop appropriate recruitment strategies. Drove internal recruiting and hiring processes including sourcing, scheduling, interviewing, selecting, negotiating and extending offers, and coordinating the pre-employment and relocation processes. Researched a diverse range of resources to stay abreast of business and industry trends, as well as developed candidate pipelines for critical positions. Identified opportunities for improvement in best practices, processes, tools, and resources.

- Increased candidate pipeline by 300% by training and directing a research staff to identify top industry specific talent.
- Maximized revenue by approximately \$300K while decreasing the amount of unqualified candidates being sent to client by 32% through the implementation of more efficient and effective processes and procedures for tracking candidates.
- Recognized as the #1 producer in the company, while still accountable for the tracking of team members productivity.

HTC continued...

Staffing Researcher, Sourcer, and Profiler, 1995-1996

Determined appropriate sourcing methodology to best identify candidates with specific skill sets to meet job requirements. Subject Matter Expert in candidate identification techniques utilizing on-line searches, professional associations and publications, and phone name generation. Interviewed candidates for further qualification against eligibility requirements. Partnered with hiring managers to effectively recruit talented leaders while maintaining cost initiatives.

- Consistently averaged a qualified pipeline of 200 candidates per week and four qualified profiles per day for three years by initiating and executing creative sourcing strategies to identify top talent.
- Gained recognition as the #1 producer by exceeding all revenue and candidate production goals.

DATAPRO, INC., Delran, NJ

1992-1995

Regional Major Accounts Representative, 1993-1995

Marketed and sold renewal subscriptions to clients and assisted in the promotion of a new CD Rom product line. Facilitated product demonstrations on the benefits of utilizing CD Rom over paper.

- Influentially transitioned 10% of current subscribers from paper to CD Rom versions within the first six months of product launch by championing client outreach initiatives and live demonstrations.
- Appointed to a discussion panel on how to market and present a CD Rom product to customers based upon proficient leadership and negotiation capabilities.

Sales Representative, 1992-1993

Cultivated a successful pipeline of mid-large size companies across WI, IN, and IL expected to purchase in excess of \$500K per year. Met with key executive Fortune 1000 leaders to promote products and services.

- Consistently championed monthly quota of \$20K-\$50K per month during first year.

EDUCATION

Bachelor's of Arts, Arcadia University, Glenside, PA (*FKA Beaver College*)

Course studies-semester abroad, London Metropolitan University, London, England

Awarded Graduate of the Last Decade (GOLD) Leadership Award from the Student Alumni Association for outstanding business achievements, 2000.

TECHNICAL KNOWLEDGE

RecruitMax/Vurv, Taleo, Brassring, Bullhorn, PCRecruiter, Resumix, Broadlook, Webscraper, Jigsaw, Hoover's, Facebook, MySpace, Ning, Xing, Plaxo, MS Office, Macromedia Dreamweaver, Photoshop, Adobe PDF documents, Advanced Email Verifier and LinkedIn 12,800+ connections.