

Kimberly J. Finley

Summary of Professional Skills

Human Resources and Training professional with successful execution of project management and employee retention, full life cycle recruiting, staff training and development, sales and program marketing, organizational and strategic planning, research, reporting and analysis, proficient in Microsoft Office, NeoGov ATS, LinkedIn Recruiting, Career Builder Recruiting, Businesswise Database, EnQuesta Solutions Systems and NovaTime.

02/2012-Present	City of Atlanta – Human Resources	Atlanta, Georgia
	<u>Talent Acquisition Specialist</u>	
	• Completes the full cycle recruitment process, including the development and execution of searches for classified and unclassified positions for recruitment loads of 25+ searches. • Collaborates with HR partners and hiring managers in defining parameters of searches, sources candidates using a variety of techniques, assesses candidates in line with defined job profiles and creates final registers. • Contacts and interviews qualified candidates for available positions while adhering to applicable state and federal laws and City of Atlanta code; articulates strengths and limitations of applicants to hiring managers; provides regular process updates. • Responsible for maintenance of records in NeoGov system for assigned searches. • Solicits feedback on candidates and refines recruiting strategy as needed; maintains high levels of communications with the hiring manager(s) and understands the skill sets requested. • Builds a diverse pipeline of potential candidates by proactively networking through social media and other organizations. • Delivers a positive and efficient candidate experience by demonstrating effective communication skills and providing candidates with accurate, complete information and timely feedback. • Works with HR partners and hiring managers to finalize selection, make offers, collect new-hire data, coordinate pre-employment physicals, background checks and drug screens; contributes to on-boarding process as required.	
09/2011-02/2012	City of Atlanta – Constituent Services	Atlanta, Georgia
	<u>Constituent Communications Specialist</u>	
	• Mayor Kasim Reed's representative to the community at large to ensure that residents are receiving accurate and real-time information concerning City services in a cost efficient and timely manner • Collaborate with city officials to develop internal and external communication goals for the purpose of identifying audiences for marketing efforts and ensuring city-wide objectives are achieved in accurately • Prepare a wide variety of resources (i.e. press releases, electronic and print communications, , and/or letters) for the purpose of creating aesthetic materials for presentation and/or distribution • Consult with appropriate departments on internal/external communications issues and the production of publications and presentation materials for the purpose of ensuring compliance with City of Atlanta Policies. • Assist in the coordination of City events for the purpose of recognizing exemplary achievements and/or promoting excellence in the local community • Assist residents with concerns and complaints relative to city services. • Interfaces with city agencies to facilitate complaint resolution in an appropriate and well-organized manner • Develop community outreach projects to enhance the lives of the citizens of Atlanta • Provide community crisis intervention	