
JAMES COLLINS

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SR Manager, HR Operations

Summary

A Talent Acquisition Professional with more than 12 years of experience managing all aspects of bringing the best and brightest to companies in the U.S. and around the world. James has excelled assisting both start-up clients and larger corporations in meeting aggressive, high volume recruiting goals for contractors and permanent employees. In depth experience over the last ten years working closely with senior business leaders developing and managing their regional and international recruiting strategies. Successes include: Restructuring of recruiting teams, the implementation of global HR-tracking systems, Management of all facets of OFCCP Compliance programs, the overhaul of corporate-wide service level agreements, the launching and retooling of university recruiting programs, and talent acquisition training programs for management.

Oct 2005 - Present

Sr. Manager, HR Operations

VeriSign, Inc. is a provider of intelligent infrastructure services that enable and protect billions of interactions everyday across voice and data networks worldwide.

- Successfully took an underperforming team, realigned and rebuilt it; ensuring key partnerships, hiring and customer service goals were satisfied.
- Hands on management of nationwide recruiting programs which include: Employee Referral, University Recruitment (MBA, New Grad, & Internships), and Internal Mobility programs as well as the Research/Sourcing function
- Responsible for the automation and streamlining of numerous recruiting processes, leveraging existing and new technology in order to better deliver to our corporate customers
- Implemented a reporting system and metrics in order to meet customer expectations and measure team successes.
- Assisted in the creation and led the rollout of ITT (Interviewing for Top Talent) for managers and their hiring teams
- Worked effectively with key HR and Corporate stakeholders to ensure team output is in line with overarching HR Department and Corporate goals
- Responsible for forecasting and operation of the annual recruiting budget (\$3.9 million)
- Responsible for implementation of our employment branding campaign

Oct 2002 - Oct 2005

Manager of Recruitment

Henry M. Jackson Foundation -Liaison Office

A Non-Profit Foundation dedicated to supporting military medicine and public health; the Liaison Office was founded in early 2003 to support a \$20 million Cooperative Agreement between the Henry M. Jackson Foundation, the NIH and the Department of Defense.

- Recruit technical, scientific and management infrastructure at the Division of AIDS (DAIDS) and the Henry M. Jackson Foundation (HJF) -Liaison Office
- Hands on management of the hiring process from needs assessment and sourcing, through interviewing and negotiating offer terms
- Interface with all levels of Division management in the establishment of an effective and consistent recruitment strategy
- Ongoing client management through regular meetings with DAIDS project officers, on our progress and additional needs, as the division and the Liaison Office undergoes rapid growth
- Serving as a liaison between HJF Headquarters and the program; evaluating current and upcoming needs and making necessary changes in order to resolve problems and meet the needs of the program

·Continued work with Liaison Office management and DAIDS project officers on the development of the standard operating procedures for the Liaison Office, as it relates to personnel

2000 - 2003

Senior Recruiter & Principal

GCW-Consulting, LLC (defunct)

A consortium of business consultants providing our clients a variety of professional solutions

·Managed the entire hiring process from needs assessment and sourcing of the candidates, through the negotiation and acceptance of employment terms

·Improved my client's speed-to-hire rates through the implementation of streamlined recruiting and screening processes

·Successfully met aggressive staffing goals; exponentially growing the staff for start-up companies and expansion offices

·Established and modified the recruiting policy and processes for clients; both independently and as part of a recruiting team, covering local regions as well as internationally

·Extensive work on the implementation and use of HR-Recruit tracking software programs – BrassRing, PeopleSoft, RecruitSoft,

·Created and submitted written proposals and reports to senior management in efforts to increase the efficiency of the corporate recruiting processes

·Additional responsibilities included those of HR generalist and liaison of corporate HR officers to clients' branch offices

Client list available upon request

1998 - 2000

Staffing Specialist

Cotelligent, Inc

A national professional services firm focusing on the implementation of IT Business Solutions and staff augmentation

·Managed the full lifecycle of the hiring process

·Consistently and successfully recruited for a high volume of job openings

·Negotiated and closed candidates on job offers with clients; both permanent and contractual positions

·Part of a regional recruiting team which attended monthly training workshops, planned future recruiting events, and implemented effective recruiting policies

·Took an active roll in numerous job fairs and career expos

·Worked effectively with the client's decision makers; keeping a step ahead of any potential conflicts

Oct 1997 - Dec 1998

Account Executive

Robert Half International, IT Consulting Division

Specialists in the Marketing and Placement of Information Technology Professionals.

Recruiting and Placement:

·Sourced and recruited Information Technology Professionals for positions at a variety of client work-sites

·Interviewed for skill assessment in order to identify consultant's strengths and weaknesses

·Maintained close contact with both the candidates and clients throughout the hiring process

·Consulted IT professionals in the management of their careers

·Determined where individuals fit into the scope of the clients' needs

·Took an active roll in the migration and implementation of a national candidate tracking database

LinkedIn



Advisory Board Member



Academic Affiliation



Memberships



Places I've Worked



RHI

GCW-Consulting, LLC

Share with Me!

Want to connect with me? I am always looking to expand my network. Share your VisualCV with me and we can discuss different topics such as interests, work, and opportunities in the future.

Aug 1989 - Dec 1993

Bachelors of Arts

Active in Sigma Chi Fraternity