Malayna F. Tran

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 **Experience:**

**Sr. Recruiter/ Sr. Consultant, Manpower for Intuit Orange County, CA 7/2011- Present**

* Led Gen for Software Engineering teams and sourcers.
* Hired CPA’s/Enrolled Agents for Tax Season for Turbo Tax in US and Canada.
* Proven success in full cycle recruitment utilizing mature account management skills.
* Worked with other Talent partners to drive recruitment solutions across a wide variety of openings
* Provide customized recruiting strategies
* Provide diverse candidate flow – must understand, reinforce and support an environment of inclusion
* Fill requisitions in a timely manner with quality hires
* Provide the appropriate level of guidance, consultation and education to hiring managers on hiring process and best practices
* Proactively identify and educate managers on factors that could impact the hiring process (e.g. relocation, immigration, export license requirements)
* Develop knowledge and understanding of the Intuit culture, products and industry.
* Sourced perspective candidates from cold calling averaging 75 calls per day.
* Sold the candidate on the benefits of working a contract position, both personally and professionally
* Informed applicants of job duties and responsibilities, compensation and benefits, work schedules and working conditions, company policies, promotional opportunities and other related information
* Reviewed resumes for appropriate skill sets to qualify candidates
* Conducted pre-screen interviews.
* Lead diversity events for Sales, Marketing, Customer Care and Software Engineering teams at local Intuit site and offsites.
* Worked with Hiring managers and interview team members on assessment methods for potential hiring needs.
* Runs hiring campaigns for hiring TA team to identify needs of various needs for hires with the Intuit originations.

**Talent Acquisition Coordinator (Contracted) ASM;**

 **Anaheim, CA 10/2010-7/2011**

* Helping New Hires with their process New Hire Paperwork/N.H.P.
* Setting up interviews
* Processing data for new candidates’ information thru Virtual Edge.
* Conducted training for special demos.
* Work with the Recruiters, Club Managers and District Managers for hiring process.
* Credited in Privacy Best Practices, I-9 Verification Process, and Diversity Skills for Collaboration.

**Remote/Contractor Recruiter: Manpower Inc. 5/2010-12/2011**

* Sourcing, Prescreening and interviewing candidates
* Administering Assessments, Scheduling Interviews, Negotiating Offers and conducting all candidate Pre-Employment activities.
* Create compelling and effective job postings to attract highly qualified candidates to apply for open positions
* Direct source candidates using cold calling and persuasive techniques.
* Clearly communicating with hiring influences about their opening at every stage in the recruiting process.

**Assistant Store Manager, Old Navy-Gap Inc.**

**Costa Mesa, CA 01/2008-04/2010**

* Designated Customer Services Trainer Manager for Orange County South District
* Trained and developed new hires
* Recruited and hired for Orange County South District
* Hiring, training and development through NEO and Taloe programs
* Ensured key programs are protected and presentation is appropriate for the BRAND Label
* Partnered with Store Manager to build business base on current and future trends
* Formulated strategies for future presentations to support key business initiatives
* Lead merchandising team to identify and execute flexing decisions that maximize business opportunities while aligning with presentation guidelines.
* Directed execution and planning of merchandise and fixture

**Direct Hire Recruiter, Manpower Inc. 04/2007-01/2010**

* Place Direct hire employees in client positions
* Sustained understanding of current California employment and labor law
* Initiated and maintained quality checks on direct hires with the on-site supervisor
* Provided outsourcing for new and prospect candidates to meet the talent crunch in Orange and LA Counties
* Completed New Hire paperwork, Background Checks and Drug Screening
* Full Cycle recruiting experience

**Education**

* Fullerton Community College –Currently pursuing AA Degree in Human Resources/ Business Management

Skills

Microsoft Office, Interviewing, Monster/ Career Builder, Virtual Edge, Staffing, Customer Service, ADP/LexisNexis, Full Cycle Recruiting, Relationship Building, Leadership, Team Building, HR, Staff Works, Taleo, Talent Application Systems, Hire Right, Social Media, Scout, Diversity and Inclusion, Led Generation, Sourcing, Marketing, Passionate about Coaching, Mentoring, and Sharing Knowledge with candidates and internal staff.