**Deirdre D. Reid- Lynch**

**704-712-5483**

[**dreid52@outlook.com**](mailto:dreid52@outlook.com)

[**linkedin.com/in/deirdrereidlynch**](https://www.linkedin.com/in/deirdrereidcoleman)

**Work History**

**Olive Tree Holdings/The Life Properties**

**Human Resources Business Partner 2023-Present**

* Execute key HR processes (Performance Management, Compensation, Career Pathing) for 350+ employees.
* Educate and advise managers on employee-related issues and needs; manage and resolve performance and employee relations issues.
* Utilize HR data, reporting and analytics to proactively identify and address themes and trends to recommend effective solutions to business issues.
* Assist in compensation analysis, performance management, coaching, learning and development, data analysis, and employee relations.
* Manage full cycle recruitment for corporate and onsite positions.

**Tampa Electric TECO**

**Senior Talent Acquisition Manager 2022-2023**

* Served as an advisor/partner with assigned business leaders to identify and develop sustainable TA strategies.
* Worked closely with hiring managers to ensure a thorough understanding of position requirements and expectations.
* Managed each stage of the talent acquisition process including sourcing, employer brand, candidate engagement and experience, screening, selection and hiring.
* Provided consistent follow up with internal management and candidates to ensure timeliness of the recruitment process ensuring solid lines of communication are established and maintained.
* Developed and implement aggressive recruitment strategies for hard to fill positions.

**Walmart/ Sam’s Club- Corporate Global Technology 2021- 2023**

**Talent Acquisition-University Relations Program Manager- Contract**

* Managed recruitment process of internship and fulltime candidates for corporate office and satellite locations; (sourcing, assessments, interviews, offers, placement, relocation)
* Fulfilled companies Diversity and Inclusion initiatives.
* Identified and presented at events, universities, and conferences to promote internship program and attract diverse high performing candidates.
* Maintained accuracy of recruitment data reports such as diversity hiring, sourcing and offers.

**InTown/Uptown Suites 2018- 2022**

**Talent Acquisition Senior Manager**

* Managed 1 recruitment coordinator and 200 General Managers through recruitment/hiring.
* High volume, full cycle exempts and non-exempt recruiting for 200+ hotels and corporate headquarters
* Coached and advised C-Suite, general and regional managers on hiring needs and practices.
* Researched, assessed, trained, and implemented new Applicant Tracking System (ATS) companywide.
* Lead programs from ideation, pilot and experimentation to execution and evaluation, establishing program requirements, using data and metrics.
* Performed analysis of hiring needs and provided employee hiring forecast; created recruitment reporting metrics.
* Created procedures for improving the candidate/applicant experience and managed onboarding process.
* Participated in employee relations investigations, researched employee files, interviewed employees/managers.

**Extended Stay America 2014- 2018**

**Talent Acquisition Senior Manager / HR Generalist**

* Coached and advised general and senior management as well as C-Suite on hiring needs and practices.
* Lead the development and implementation of programs and initiatives that attracted, retained, and developed top talent within the company, including career development, performance management, succession planning, talent segmentation, talent assessment, and organizational effectiveness.
* Provided leadership in coordinating the activities of the HR Department to ensure compliance with all applicable laws, policies, regulations; conducted periodic HR audits.
* Responsible for HRIS reporting; identified staffing needs, analyzed data, and developed recruiting plans.
* Created companywide internship program and Military initiative (veterans, military spouses, and caregivers)

**Computer Programs (ATS) & Platforms**

 Advance knowledge of Microsoft Office products (Excel, Word, Outlook, PowerPoint, Access, Publisher)

 Social Media/Recruitment outlets (LinkedIn, Zip Recruiter, Glassdoor, Indeed, Twitter, Instagram, and Facebook)

* Experienced in: **Taleo UltiPro Vantage (ADP) Workday Success Factors HiringThing Virtual Edge Greenhouse Power BI**

**Verian Modern Hire Handshake**

**Smartsheet Quip Tableau**

**Education**

Villanova University **Human Resources Management Certification**

Johnson C. Smith University  **Bachelor of Arts in Communication-Public Relations**

**Recruitment / Human Resources Experience Summary**

* **Full Cycle Recruitment- 20 Years**
* **ATS system implementation- 6 years**
* **Applicant Tracking Systems- 20 years**
* **HR Generalist – 6 years**
* **Budget Management – 25 years**
* **Employee Relations – 10 years**
* **Management- 15 Years**
* **University Relations - 13 years**
* **Diversity, Inclusion & Equity- 13 years**
* **Exempt, Nonexempt, Contract, Interns, Co-ops, Union**
* **Accounting & Finance**
* **Insurance**
* **Health Care**
* **Hospitality**
* **Legal**
* **C-Suite**
* **Pharmaceutical Sales**
* **Marketing/Design**
* **Administrative**
* **Customer Service**
* **Construction/Development**
* **Sales**
* **Electrical, Civil, Mechanical, Chemical Engineers**
* **IT (Software Engineer, Data Science, Data Analytics, Data Engineer, Cybersecurity)**