



AVERY ANDERSON

Creative Technical Recruiter | Operations Specialist | Content Creator

CONTACT

- 📍 Omaha NE, United States
- 📞 618-409-0390
- 🌐 averyandersonrecruiting.com
- ✉ avery@averyandersonrecruiting.com

EDUCATION

- ♦ **SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE, 2015 - 2020**

BS Integrative Studies
Communication and (Studio Arts)
Graphic Design

- ♦ **STUDENT ATHLETE**

SIUe Women's Soccer

- ♦ **VOLUNTEER SOCCER COACH**

Head Youth Girls
Soccer Coach (3-5)

HOBBIES

- ♦ **ADULT LEAGUE SOCCER 2023 - PRESENT**

PROFILE

Experienced Operations and Recruiting Specialist with a strong background in Technical Sourcing, process improvement, and cross functional collaboration.

A creative thinker and dedicated team player, skilled at streamlining workflows and supporting business objectives through effective recruitment and project management.

EMPLOYMENT HISTORY

OPERATIONS ASSOCIATE, ENS LABS, July 2023-Present (Remote, Full-time)

- Lead technical recruitment and project management for operational efficiency.
- Coordinate cross-functional teams, enhancing project execution.
- Implement strategies to streamline operations and recruitment processes.
- Analyze market trends to optimize talent acquisition strategies.
- Develop frameworks aligning with long-term goals for sustainable growth.
- Spearhead technical recruiting initiatives, manage cross-functional projects, and drive business development in blockchain, enhancing operational efficiency.
- Analyze market trends and recruitment data to refine talent acquisition strategies, informing key business decisions and fostering industry leadership.
- Develop forward thinking operational frameworks aligned with long-term goals, propelling sustainable growth and solidifying ENS Labs' market position.

TECHNICAL RECRUITER, ENS LABS, Oct 2022-July 2023 (Remote, Full-time)

- Web 3 - Technical Recruiting - In-house recruiter Breezy HR, LinkedIn Recruiter, Twitter.
- Leveraging Technical Recruiting experience to deliver client needs.
- Writing Job Descriptions, and assisting with process development.

TECHNICAL RECRUITER, AMAZON, July - Oct 2022 (Remote, Contract)

- Delivered high-quality technical candidates across diverse roles, including Architects, Software Engineers, Enterprise Project Managers, Product Managers, and Product Owners.
- Utilized Dynamics 365 for candidate tracking, metrics, and resource management.
- Proficient with Office 365 tools (SharePoint, Word, Excel, OneNote, PowerPoint, Teams) to support recruiting and collaboration efforts.
- Leveraged multiple recruiting platforms (LinkedIn Recruiter, Monster, Indeed, Dice, ZipRecruiter, GitHub, Social Media) for comprehensive talent sourcing.
- Conducted end-to-end candidate management, including cold calling, messaging, coaching, interview preparation, and scheduling.

SKILLS

- ◆ Technical Recruiting
- ◆ Full-Cycle Recruiting
- ◆ ATS Management
- ◆ Web Design
- ◆ Project Management
- ◆ Sourcing
- ◆ Boolean Searches
- ◆ Social Media Management
- ◆ Web 3
- ◆ Interview Preparation
- ◆ SEO
- ◆ Business Development
- ◆ Cold Calling
- ◆ Content Management
- ◆ Leadership
- ◆ Adobe Suite

EMPLOYMENT HISTORY

TECHNICAL SOURCER, MICROSOFT, July 2021-June 2022 (Remote, Contract)

- Sourced for a large-scale, high-volume employer, specializing in identifying and engaging back-end and full-stack software engineers with 2-7 years of experience.
- Conducted cold calling, messaging, phone screening, and interview preparation to secure strong candidates across multiple teams.
- Proactively identified and supported talented candidates outside of primary sourcing focus as needed.
- Skilled in using sourcing platforms such as LinkedIn, ICIMS, and PowerApps for candidate outreach and tracking.

TALENT ACQUISITION MANAGER, PK GLOBAL, Jan 2021- Jun 2021 (Hybrid, Omaha NE, FTE)

- Led full-cycle recruiting, managing candidates from initial engagement through interview phases, offers, reference checks, and onboarding.
- Focused on hiring internal consultants for the Strategy and Design (S&D) team, administering design challenges and supporting candidates throughout the process.
- Conducted proactive outreach, including cold calling, to identify and engage qualified candidates.
- Collaborated with cross-functional teams, including Sales, VPs, Directors, and Architects, to ensure alignment with hiring needs and project goals.
- Leveraged iCIMS ATS, demonstrating excellent documentation, organization, and communication skills.

TECHNICAL RECRUITER, APEX SYSTEMS, Jan 2020- Jan 2021 (Onsite St. Louis, Remote, FTE)

- Conducted full-cycle recruiting, sourcing candidates through platforms such as LinkedIn Recruiter, Monster, Bullhorn, and Daxtra using Boolean searches.
- Screened candidates to assess skills, goals, and alignment with role requirements, creating a strong talent pipeline.
- Focused on recruiting digital talent, including UX/UI designers and digital content specialists, reviewing portfolios and coordinating creative support materials as needed.

DAILY ARTIST (INTERN), MLB NETWORK, Jan 2020- Jan 2021 (Secaucus NJ, Onsite)

- Collaborated with the design team to create dynamic support content for live studio programming.
- Utilized Adobe Suite to develop on-the-fly content tailored to specific show requirements.
- Partnered with producers from various departments to execute timely and precise show requests.
Organized and archived creative assets efficiently, ensuring proper delivery to designated