

KRISTEN THANE CLARK

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<http://cometokeene.com> <http://twitter.com/kristentclark>

Human Resources professional specializing in recruiting, employment branding and the candidate experience

EDUCATION

State University of New York - Cortland, NY
Bachelor of Arts in English
GPA: 3.56, Magna Cum Laude
Sigma Tau Delta, English Honor Society, VP

EXPERIENCE

C&S WHOLESALE GROCERS – Keene, NH Jan. 2009-present
Talent Acquisition Specialist

- Leading Social Recruitment initiatives including creating company presence on Twitter and Facebook.
- Promotion of the company and region through my blog <http://cometokeene.com>
- Sourcing and screening candidates for current and potential positions through LinkedIn, Careerbuilder, Monster and other online sources.
- Manage interview schedules for Senior Recruiters and company Executives.
- Communicate with candidates regarding interview schedules, travel arrangements and application status.
- Represent company in activities such as Community Job Fairs and College Career Fairs.

GENERAL TOURS/WORLD TRAVELER, INC. - Keene, NH Oct. 2007-Jan. 2009
European Operations Specialist

- Organize, manage, quote and confirm escorted, individual and customized tourism itineraries in Europe, the Middle East and Africa for an international tour company.
- Collaborate daily with domestic travel agents and international tour operators to provide travel services for a wide variety of tourists.
- Create and maintain relationships with agents and direct customers to ensure customer satisfaction and long-term business.
- Establish customized product pricing and perform quality control of bookings to meet company financial goals.

FRITO-LAY, INC. - Wooster, OH [relocated to Keene] Apr. 2007-Oct. 2007
Human Resources Associate

- Solely responsible for recruiting and hiring of all hourly staff for 350-employee manufacturing site, and worked collaboratively with HR team to assist employees with all HR related issues, including benefits administration, FMLA, and payroll.
- Utilized and maintained accurate recruiting records on corporate online recruiting system,
- Conducted prescreening phone interviews and testing
- Organized interviews, background checks and drug screenings
- Lead new employee orientation, assisted new employees in completing all new hire paperwork, and entered all new employees into PeopleSoft.

STAY-AT-HOME MOM Jul. 2006-Apr. 2007

KINDERCARE LEARNING CENTERS Nov. 2003-Jul. 2006
Center Director, Sept.2004-Jul. 2006 (Barberton, OH, 2005-2006; Bowling Green, KY, 2004-2005)

- Responsible for all daily and long-term operations of a private preschool.
- Oversaw recruiting, hiring, continuous training, scheduling and all human resources and discipline issues regarding staff.
- Maintained confidential staff and student files, financial accounts, and center budget. Ensured that center was continuously exceeding state licensing requirements.
- Restructured fundraising program for March of Dimes, increasing overall contribution 200%. Participated in multiple marketing, management, customer service, and curriculum trainings.
- Responsible for all internal and external marketing including development of promotional materials, incentives, and events, relationship-building communication with prospective clients from initial contact through enrollment, retained higher enrollment through development of personalized customer service
- *Assistant Director*, Jun. 2004-Sept. 2004 *Preschool Teacher*, Nov. 2003-Jun. 2004