BETTY GARNETT

North Chesterfield, VA | 804-573-4040 | garnett.betty2015@gmail.com



Highly skilled Business professional with expertise in data accuracy and management. 7+ years’ experience assisting clients, developing, and coordinating outreach marketing programs, and advising successful strategies to improve agency operations.

PROFESSIONAL EXPERIENCE

**New Story**, Remote, Virginia **November 2021 - August 2022**

**LifeSpire of Virginia**, Glen Allen, Virginia **April 2021 - October 2021**

**Contract Recruiter**

* Managed high volume requisitions upwards of 70+
* Sourced candidates via LinkedIn, Indeed, and Emissary
* Placed job advertisements on Facebook, LinkedIn, Indeed, Handshake, and local job boards
* Promoted brand and job opportunities at career fairs throughout the state

**Rise Against Hunger,** Richmond, Virginia **March 2016 – August 2020**

**Talent Acquisition Specialist,** 2019-2020

**Regional Community Engagement Administrator**, 2016-2019

* Accounts Receivables and invoicing
* Managed event record data and statuses in Salesforce
* Setup/cloned new events in Salesforce
* Collected and processed MOUs/SOWs

**Patient First,** Glen Allen, Virginia **May 2002 – April 2005**

**Human Resources Generalist**

* Managed recruitment efforts for corporate office and medical facilities, including, but not limited to, screen and interview applicants, post job openings, and job fairs
* Facilitated new hire orientation to include human resources’ policies and procedures introduction to all employees
* Facilitated year-end talent reviews and articulate team strengths



EDUCATION

**Bachelor of Business Administration** Completion Date: December 2001

Virginia Commonwealth University

AREAS OF EXPERTISE

* FSLA, FMLA, ADA
* Onboarding
* Full cycle recruitment
* HR sourcing
* New hire orientation
* Application Tracking System (ATS)
* Employee relations
* Proficient in Excel & Word
* Relationship development
* Social Media
* Customer service



Volunteer

Mentor : VCU School of Business | Client Specialist : Commonwealth Catholic Charities