

BETTY GARNETT

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

Enthusiastic 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 organizational operations. Seeking a permanent role utilizing my skills and sharpening them with a reputable organization.

PROFESSIONAL EXPERIENCE

Performance Food Group, Richmond, Virginia

January 2023 - present

MDM Coordinator

- Validate requests to update payment addresses
- Update vendor records in EDM
- Research vendors via internet

Career Break

September 2020 – December 2022

Full-time Parent

Rise Against Hunger, Raleigh, NC

October 2019 – August 2020

Talent Acquisition Specialist

- Partnered with Chief People Officer and hiring managers to forecast staffing needs
- Full cycle recruitment for 22 locations across the U.S., 5 headquartered departments and C-Level suite
- Onboarded new hires within 10 business days or less; retained 90% of my new hires
- Maintained accurate and well-ordered documentation on all candidates, searches, hiring managers interactions and other recruiting activities to ensure a safe and thorough audit

Rise Against Hunger, Richmond, Virginia

March 2016 – September 2019

Regional Community Engagement Administrator

- Identified a business need and created and filled this role, in which I worked
- Collected payments 80% from past due accounts within the first 6 months with 25% from 90+ days past due
- Appeared on a local radio program to promote Rise Against Hunger
- Met with Congressman face-to-face to co-sign 2 bills in the Senate pushing our need for advocacy as one of the major pillars in achieving our mission

EDUCATION

Bachelor of Business Administration

Virginia Commonwealth University

AREAS OF EXPERTISE

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|--------------------------|------------------------|---------------------|
| ▪ FSLA, FMLA, ADA | ▪ HR sourcing | ▪ MS Word and Excel |
| ▪ Full cycle recruitment | ▪ New hire orientation | ▪ Onboarding |
| | ▪ UKG and HRIS | ▪ Labor Law |
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MEMBERSHIPS

Confraternity of the Immaculate Heart of Mary and Confraternity of the Most Holy Rosary