

MARK D. McCORMICK

8633 Abraham Lane

Knoxville, TN 37931

Phone: (865) 951-2825 • Cellular: (865) 719-1967

E-Mail: markdmccormick@comcast.net

CAREER OBJECTIVE

A position with a progressive company offering opportunity for advancement based upon achievement and bottom-line contribution.

PROFESSIONAL EXPERIENCE

ReNuke Services (Oak Ridge, TN)

2007 - 2008

Senior Recruiter

Own and drive the staffing strategy and results for nuclear client groups. Source, interview, offer, negotiate and close candidates for assigned requisitions. Networking and maintaining relationships with key candidate communities for short and/or long term opportunities. Provide follow up feedback to external candidates and to Hiring managers. Maintain and develop an up-to-date candidate database and knowledge of nuclear industry and competitors. Educate/train hiring managers on how to interview and acquire talent. Engage key staffing and business partners in order to understand the needs of the client as well as external marketplace. Developing, driving and executing comprehensive search strategies designed to recruit senior and niche candidates. Produce a driving a business plan which is geared at building key competitive research, industry profile development, networking and direct sourcing.

ClientLogic/SiTEL (Oak Ridge, TN)

2005 - 2007

Recruiting Manager & Human Resource Generalist

Serve as the functional leader for key HR responsibilities including recruitment, selection, retention, associate relations, compliance, and training. Manage the administration of HR policies and procedures to assist HR team in delivery of overall responsibilities. Supervise, train, and mentor, the development of others. Proactively manage the recruitment and selection activities of the site to employ, place, and transfer candidates for agents, management, and support staff positions at the site ensuring adequate and timely staffing. Ensures the site is effectively staffed with quality associates with focus on employee retention. Serve as company advocate within the community to identify recruitment sources by initiating and maintaining relationships with sources such as employment agencies, advertising, job fair, chambers of commerce, schools and colleges. Utilize multiple sourcing techniques including website postings, employee referral programs and a variety of recruitment sources. Comply with federal and state employment laws and regulations. Educate managers as needed on employment law. Monitor the selection criteria and testing techniques to ensure compliance to standards and participates in the development and implementation of revisions. Strong knowledge of local, state, and federal employment laws with ability to ensure legal compliance related to recruiting activities. Proven ability to successfully recruit non-exempt associates to maintain retention and meet demands of high volume recruiting needs. Demonstrated personal drive and sense of urgency with meticulous attention to meeting timelines.

MK Technologies/Task Performance Corporation (Knoxville, TN) 2003 – 2005
Director of Sales and Recruitment (Division Closure)
 Perform contract and direct placement of engineering, professional, and technical professionals. Develop tactical plans and an effective marketing strategy to ensure attainment of sales and profit goals from clients, target accounts and existing accounts. Schedule and organize personnel and procedures to achieve maxim efficiency. Analyze information to develop customized projects and plans to accommodate future growth. Design and implement core sales processes and strategies, and creating organizational designs and compensation strategies to meet evolving business and marketplace needs. Development of client base, contracts, including contract negotiations, and increasing the revenue of existing accounts through telemarketing and outside sales activities. Maintain communication with established clients to ensure successful business development. Perform recruitment, sales, and customer service with clients and employees to increase gross margin. Develop and maintain a high level of branch awareness through the use of job fairs, advertising and public relations.

PEAK Technical Services, Inc. (Oak Ridge, TN) 2002-2003
Branch Manager (Branch Closure)
 Responsible for opening and full development of the new Oak Ridge branch office. Develop and implement an effective marketing strategy to increase sales and maximize profits. Development of client base, contracts, including contract negotiations, and increasing revenue of existing accounts through telemarketing and outside sales activities. Maintain communication with established clients to ensure successful business development. Promote client and employee retention through exemplary customer service. Develop and implement an effective recruiting strategy to ensure the availability of qualified technical employees in order to meet current and anticipated client needs. Communicate and coordinate all aspects of branch operations to ensure compliance with worker's compensation, employee relations, unemployment, human resources, and all other state and federal requirements. Financial management of branch operations (budgeting, forecasting, weekly P&L review, credit, and collections). Coach and counsel associate's on behavioral and performance issues document and take corrective actions as necessary. Develop a fully operational and qualified staff by hiring and training employees. Participate in local professional, business, and civic organizations to enhance personal development and to promote company recognition.

South College (Knoxville, TN) 2001-2002
Admissions Recruiter
 Enrollment of students through the utilization of recruitment, sales, and customer service skills. Communicating effectively with potential students by conducting seminars, presentations, and meetings. Positively impact potential students by scheduling and conducting interviews, counsel and enroll students into college. Implement marketing strategies and build relationships with students. Conduct tours of both the college campus and facilities. Convert student telephone inquiries into appointments, screen and test applicants, and track all inquiries and enrollments. Act as liaison and single point of contact with prospective students. Assist students through a process of career choices as well as educational and curriculum options.

CDI Technical Services (Oak Ridge, TN) 2001
Senior Recruiter (Corporate Downsizing)
 Full life cycle of direct and contract placement of information technology, engineering, and technical professionals. Responsible for the entire recruitment and hiring process. Identified, contacted, screened, interviewed, sourced, coached, counseled, checked references and negotiated salaries of potential

candidates. Performed sales, marketing and customer service with clients and candidates to increase branch profit. Acquire new candidates and clients, while maintaining superior service to the present customer base. Plan, develop and schedule procedures to achieve maximum efficiency and accommodate future company growth. Increase company presence through the utilization of advertising, public relations and job fairs.

Johnson Service Group, Inc. (Knoxville, TN)

1995-2001

Technical Recruiting Manager

Contract and direct placement of engineering and technical professionals. Responsible for overall daily operations of the branch. Including recruiting, sales, staff, and hiring. Development and management of both internal and external staff. Supervise, monitor and train staff in all recruiting, sales and customer service activities. Including employee relations, performance assessment, feedback, coaching, job placement and training. Schedule and organize personnel and procedures to achieve maximum efficiency. Analyze information to develop projects and plans to accommodate future growth. Driving the recruitment and sales of the branch as well as servicing the customer base. Perform recruitment, sales and customer service with clients and employees to increase gross margin. Develop and maintain a high level of branch awareness through the use of job fairs, advertising and public relations.

StaffMark, Inc. (Knoxville, TN)

1993-1995

Branch Manager

Responsible for opening and full development of new Knoxville branch office. Responsible for overseeing the growth and day-to-day activities of the branch office. Duties including management, employee relations, and supervision of branch staff, branch facilities, branch profits and client development including sales growth and maintenance. Interview staff and associates, make hiring decisions, and extend formal employment offers. Train branch staff on company policies and procedures. Coach, counsel and take corrective action and document incidents related to violations of policy. Meet budget responsibilities, coordinate and monitor branch goals for sales and service expectations. Develop recruiting and sales campaigns to generate sales from clients, target accounts and existing accounts through outside and inside contacts. Promote good public relations and professional image, utilize independent judgments and exhibit sound reasoning.

EDUCATIONAL BACKGROUND

Associate of Art, West Virginia State College, 1992.

Currently in the process of petitioning for a Board of Regents Bachelor of Arts Degree, 2008.

PROFESSIONAL REFERENCES

Upon Request.

SALARY REQUIREMENTS

Negotiable.