

LaTonya T. Sanders, PHR
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SUMMARY

Professional experience in delivering exceptional Customer Service, Corporate Recruiting (on-site and remote) and Change/Vendor Management within Technology, Consumer/Building products, Food/Beverage Manufacturing, Supply Chain, Manufacturing-Engineering Software Startups, and IOT/M2M. Exceptional ability to implement projects, policies, procedures, and change management needed to streamline tasks and responsibilities. Experience in business practices within a corporate and plant environment. Skilled in identifying talent within niche roles, Software Developers/Cyber Security/Systems Analyst, AI/BI, Sales/Marketing, Engineering, HR, Treasury, Finance/Accounting, Consultants-Strategy and Operations/Analyst, Supply Chain, Leadership, Program and Project Managers roles through on-site and remote recruiting. Highly driven and focused with the ability to partner with leadership on current and future staffing objectives.

PROFESSIONAL EXPERIENCE

Applied Materials-Europe/DIS-AG 2019 (8 months relocated back to US) Frankfurt, Germany/Remote
Freelancer Global Procurement/IT Vendor Management Office-Report to Purchasing and IT

Providing support and change management to Applied Materials Leaders for an **SAP Fieldglass** Vendor Management implementation

- Conduct introduction meetings to educate managers on the implementation of a Contingent Workforce Management system (WebEx and/or on-site) for Resource, SOW, and Profile Modules within Fieldglass
- Responsible for training colleague on Vendor management role to manage the SAP Fieldglass System rollout
- Uncover current workflows of securing a Contingent Worker and assist Country Point of Contacts/Hiring Managers on systematic approaches that will fit the VMS process
- Investigating and making suggestions for special Contingent Worker circumstances
- Applying European Labor laws Country by Country in order to tailor workflows accordingly (i.e. Italy, France, Germany, UK, and Netherlands)
- Conduct presentations with suppliers/vendors to educate them on Applied Materials new Vendor Funded Model and ensure successful registration and training with SAP Fieldglass
- Review Global Agreements, Statements of Work, Amendments, Invoices, and Employment Agreements to assist with classifying Contractor Workers properly within SAP Fieldglass
- Coordinate Data Collection on Contractor Worker within Europe for SAP Fieldglass Implementation
- Partner with HR, Legal, IT, Procurement, Suppliers, and Country Presidents throughout Europe to ensure support of the implementation
- Problem solve with North America on Master Vendor Complexities in Germany
- Serve as a Change Agent for the European implementation of SAP Fieldglass
- Engage hiring managers in data collection of contingent workers in Europe
- Onboard/Offboard and make Organizational changes within Workday
- Provide continuous education and support on the Implementation of the SAP Fieldglass Vendor Management system

LaTonya T Sanders, LLC 2017 to 2019 US-Remote

The GEA Group/GEA Process Engineering North America

On Call Technical Recruitment Consultant-Remote-Reported to VP of HR

Supports HRBP's and Hiring Managers across North America recruiting for Human Resources, Engineering, Technical, and Sales roles within the Food and beverage processing industry.

- Report to HRBP in Columbia, Maryland
- Manage up to 10 requisitions recruiting for talent across the US (Weld Engineers, Project Engineers, Field Packaging Engineers, Field Service Technicians, Sales Engineers, National Sales, Operation Managers, Applications Engineers, and Process Engineers
- 100% Sourcing efforts to identify candidates
- Successfully filled five roles within 50 days
- Currently support VP leadership with Director level and Confidential Searches

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Georgia-Pacific, LLC

2017 to 2018

US-Remote

Recruitment Consultant-Remote

- Support Sr. Recruiter within Consumer Products staffing Marketing and Supply Chain opportunities
- Full cycle recruiting and sourcing responsibilities for requisitions managed
- Successfully filled three roles within the first 45 days
- Focused on Sr. Director and Director Supply Chain, Digital, Ecommerce, Shopper Marketing, Sr. Manager, Supply Chain Managers-Niche, Consumer Promotions, Packaging Engineers, Customer Solutions, and Orders and Logistics roles.
- Facilitate Knowledge Share to discuss candidates and fit within Georgia-Pacific
- Advise hiring managers on salary trends
- Creatively source candidates within ATS (Taleo) to fill open roles

LaTonya T Sanders, LLC/Gigaspace, LLC NA

2017 to 2018

US-Remote

Recruitment Consultant (worked directly with SVP of Sales and Technology-NA)

Serve as a Recruitment Consultant staffing (Direct Hires) Sales, Consultants, and Software Engineering roles (Solution Architects, Kafka, .NET, Hadoop, Ruby, C#, C++, and Java Developer roles).

Randstad Professionals- Contract Recruiter

2016 to 2017

Atlanta, GA

Numerex Corp, LLC

Contract Recruiter (Contract ended)

Responsible for full cycle recruiting for increased staffing needs throughout organization (CA, TX, GA, OK)-Reported to VP of HR

- Assist with OFCCP compliance
- Effectively staffed VP, Director, Sr. Managers, Program Managers, Project Managers, Sr. Level and Inside Sales, Engineering and Development, IT/Networking, Product Managers, and Technical Support.
- Partnered with Staffing agencies for time sensitive hires (2 roles)
- Advised Hiring managers on candidate experience, fit, market data and job description verbiage to assist in hiring talent
- Worked cross functionally and built relationships with C- Suite, VP and Director level internal stakeholders to understand role responsibilities for successful hires
- Filled 45+ roles across the organization within the first five months.
- Sourced 70% of hires (passive candidates)
- Presented weekly recruiting activity report to VP of HR and CRO

Newell-Rubbermaid

2015 to 2016

Atlanta, GA

Transformation Recruiter-Project (completed project)

Recruiting exclusively for Newell's Transformation office.

- Reported to the Talent Acquisition Manager and VP of HR of Transformation
- Effectively staffed VP, Director, Sr. Managers, Program Managers, Project Managers, Consultants, Analyst, Supply Chain, Trade Analyst, Marketing Leaders and Sr. Communications roles
- Partnered with Executive Staffing agencies to hire 5% of candidate pool
- Advised HR BP and Hiring managers on candidate market data and job description verbiage to assist in hiring talent
- Worked cross functionally and built relationships with Workstream leaders to understand role responsibilities for a successful hire
- Filled six critical roles within the first six months on the project
- Sourced 80% of hires (passive candidates)
- Presented weekly recruiting activity report to VP of HR and HR Work Stream Leaders within the Transformation Office

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Deutsche Post DHL/Exel, Supply Chain

2013 to 2014

Fairburn, GA

Regional Sr. Recruiter/Field Recruitment Supervisor (resigned to handle a family issue in MI)

Serve as a HR Business Partner to SE Regional Operations team, through full-cycle recruitment of exempt and hourly roles which allow for shorter time to fill and stronger relationships with distribution site management teams

- Supervised and structured hourly recruiting process through three direct reports
- Lead recruiter on startup sites in the region for exempt and volume recruiting
- Successfully staffed 21 associates for Hormel startup in 30days
- Sourced and filled an Operations Manager role in SC and Operations Supervisor in GA within my first 30days of employment
- Instituted proactive recruiting for Hourly and Exempt roles for the SE Region by building a pipeline of qualified candidates
- Improved Hourly hiring process by 10% within 90days through reorganizing recruitment activity
- Maintained Applicant Workflow Log for hourly recruiting
- Partnered with staffing agencies to meet demands of hourly needs at high volume sites. (Wal-Mart, Goodyear and Owens-Corning)
- Provided college recruiting (candidates and interns) support to regional operational roles (Supervisors, Analyst and Engineers) within our distribution, manufacturing and reverse logistics sites
- Implemented an ATS (Applicant Tracking System) for hourly recruitment to support 11 Metro Atlanta sites.
- Utilized Oracle as an ATS and HRIS system

Georgia-Pacific, LLC

2010 to 2013

Atlanta, GA

Corporate Recruiting-Sourcing Project Leader (left for new opportunity)

Advanced to corporate recruiting project to develop and lead our sourcing function for corporate and manufacturing roles in order to proactively generate pipelines that identified qualified engineers, supervisors and plant leadership roles

- Conducted active searches of candidates for Engineering, Production leadership, Financial Analysis and Human Resource (Non-Exempt and Exempt) opportunities through ATS advance searches, job boards and social media websites
- Managed relationships with hiring managers to identify sourcing needs for corporate, mills and plants through meetings and conference calls
- Implemented approaches and techniques to diversify engaging active and passive candidates
- Successfully created value through gaining interest of passive candidates within the sourcing strategy that allowed us to hire 3 contract recruiting specialist within 4 months of developing the sourcing process
- Ensured compliance with UGESP and OFCCP regulations (e.g. data management techniques)
- Tracked and report weekly sourcing activity with recruiting manager
- Participated in regular team meetings and actively share knowledge and information with hiring managers
- Developed and trained recruiting specialists within sourcing function, which strengthens our recruiting capabilities through tracking, Boolean searches and OFCCP internet applicant and recordkeeping procedures
- Recruited candidates with Visa status (L-1, H-1B and TN) for technical roles

Manager- Staffing Division

Providing human resource management through recruiting, employee relations, application of established policies and procedures, compensation, leadership, coaching and development.

- Ensured compliance with all Federal and State Laws (e.g. ADEA, ADA, EEO laws, and OFCCP),
- Trained, coached, developed, and managed a team of six direct reports (recruiters) to achieve a 100% increase in optimal productivity and output
- Rewarded and motivated recruiters through recognitions, time off, luncheons, anniversaries, birthdays and team building
- Strategized and fostered strong relationships with Area HR Managers, HR Generalist, HR Associates and Hiring Managers on staffing needs and providing guidance on HR processes within corporate, manufacturing plants and mills within the Northeast/Southeast Region
- Successfully, managed and increased fill rate of Exempt and Non-Exempt requisitions at 150% over previous year within the first quarter of 2011
- Conducted and managed full cycle recruitment and single project efforts for all Exempt and Non-Exempt candidates, interns/Co-Op (Visa F-1-CPT), and contingent employees. (20-30 requisitions)
- Built and served as Site Administrator for our internal SharePoint site that fosters strong relationships with the Plants and Mills by sharing the necessary employment information for contingent staff
- Utilized IQ Navigator, Taleo, Vurv, SAP, Eempact, SharePoint, Kenexa Compensation tool, HRIS database and E-Verify

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Randstad Inhouse Services

2005 – 2009

Atlanta, GA-Belleville, MI

Staffing Specialist/On-Site Manager (Layoff) Provided human relations solutions and full cycle recruiting to organizations in various industries that met and exceeded organizational needs and expectations.

- Ensured compliance with all Federal and State Laws (i.e. ADEA, OSHA, ADA, EEO laws, and FMLA), while administering worker's compensation plan through Corporate Risk Manager
- Trained, coached, developed, and monitored the workforce (260+ employees) to achieve a 100% increase in optimal productivity and output
- Provided leadership at Manufacturing/Logistics sites (Ryder, Exel, Menlo and JVC) in Michigan and Georgia with staffing for branch assistants and contingent employees (hourly and non-exempt)
- Utilized Peoplesoft, Ceridian HR/PR and Fieldglass program to manage, receive requisitions, payroll and hire employees

Eastern Michigan University, Bachelor of Science in Broadcast Journalism/Telecommunications
Minor: Organizational Communication
Ypsilanti, MI

CERTIFICATION and TRAININGS

American Staffing Association, Certified Staffing Professional, CSP, Atlanta, GA

Human Resources Certification Institute, Professional Human Resource Certification, PHR, Atlanta, GA

Goethe-Institut, German Language courses A1, Atlanta, GA
SpeakEasy German Language Courses A2, Frankfurt Germany

BUTZEL LONG LAW FIRM

Labor, Employment and Immigration Law Forum, Detroit, MI

Technical Skills

Recruiting tools: LinkedIn, Indeed, Jobsinmanufacturing, Xing, Chrome extensions (i.e. Lusha, Boolean Assistant, Boolean Search Assistant, Hiretuals, Contactout) Dice, EHScareers, Careerbuilder, Quora, Twitter, Slack, GitHub, and Google. Proficient in MS Office Suite (SharePoint, Windows, Excel, Outlook, Access and PowerPoint), Skype, WebEx SAP Fieldglass, and IQNavigator. Payroll: Mypeoplenet.com/Cignify, Ceridian HR/Payroll ATS: Oracle, Vurv, Taleo, Successfactors, UltiPro, Workday, Newton, and applicantpool. Candidate Testing tools: Kenexa Prove It, PSI Talent Assessments, Screening tools: Hireright, Infomart FirstAdvantage, Sterling. Compensation tool: CompAnalyst. Support and advise Sr. Managers, Directors, Sr. Directors, Vice Presidents and Sr. Vice Presidents in organizational and employment demands.