

MELVIN REDDITT

Atlanta, GA

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678-523-3282

- Leadership experience in human resources recruiting, talent management, and partnership development and marketing in both consumer and business-to-business markets
 - Superior strategic analysis and communication capabilities, aptitude for high-level strategic planning and human resources training development with an international business perspective based on experience in financial services, technology, and energy sectors.
 - Award-winning sales facilitator with demonstrated experience in sales and marketing management, business development, and financial analysis



WORK EXPERIENCE

Business Development/Recruiter

Locum Connections, Inc

April 2019 to February 2020

- Selling, recruiting, and placing highly qualified healthcare professionals in virtually every specialty and area of expertise.
- Creating a diverse client base including both clinical and nonclinical settings, servicing acute care hospitals, physician practice groups, outpatient and ambulatory-care centers, nursing facilities, both public schools and charter schools, rehabilitation and sports medicine clinics, government facilities and community health clinics.
- Cultivating strong relationships with field staff, generating referrals and prospecting new candidates to increase revenue and profitability.
- Providing excellent customer service while meeting the goals and needs of the staffing coordinators and physician recruiters.

VP of Commercial Locum Tenens

Harris Medical Associates - Suwanee, GA

November 2010 to March 2019

60-80 hours worked per week)

- Manages physician and midlevel identification and recruiting within the hospital specialist qualification for a locum tenens and permanent physician recruitment/placement.
 - Specializes in Internet-based recruiting, screening, behavioral interviewing, employee relations, general HR, labor contract negotiation, and determining Healthcare employment practices.
 - Directs a self-coordinated recruitment program of Hospital, Government, and Federal facilities to recruit physicians within medical conferences and college recruitment fairs.
 - Monitor governmental and regulatory affairs in each state of midlevel's operates
- Develop new marketing and recruiting plan

Responsibilities:

- Work in collaboration with Staff to ensure appropriate staffing of the facilities within the designated Section.
- Accountable for Provider Satisfaction with the Recruiting, Scheduling and Credentialing process in collaboration with the Recruiting, Scheduling and Credentialing.

- Accountable for fostering a positive provider experience which influences provider engagement and retention within the designated Section in collaboration with Recruiting, Scheduling and Credentialing.
- Direct and coordinate the designated Section's provider recruiting, scheduling and credentialing team in order to meet client's staffing needs.
- Responsibility for the achievement of provider cost targets in compliance with designated Section's budget.
- Oversight of the Section's monthly provider payroll to ensure accuracy and approval. Oversight of staffing new client start-ups in conjunction with CSVP and Medical Director.
- Work in collaboration with SG Central office department leaders in order to ensure efficient and high-quality provider services.
- Work in collaboration with the Director of Recruiting to ensure full and appropriate candidates in the recruiting pipeline.
- Work in collaboration with the Director of Credentialing to ensure adherence to established SG privileging protocols and hospital requirements for the screening, evaluation, and presentation of the Physician and Midlevel candidates
- Work in collaboration with the Director of Provider Enrollment to ensure compliance with SG/Client provider enrollment requirements.
- Work in collaboration with the Director of Scheduling to ensure adherence to established scheduling protocols.
- Participate in performance evaluation of Recruiters, Schedulers and Credentialers within the Section and make recommendation for new hires, performance improvement plans, promotions, and terminations.
- Work in collaboration with the Directors of Recruiting, Credentialing, and Scheduling on incentive approvals on a quarterly basis for the designated Section.
- Responsible for driving Recruiting, Scheduling and Credentialing process improvement initiatives.

Knowledge, Skills and Abilities:

- Experience in a management role with direct supervision of credentialing, scheduling, and /or recruiting personnel.
- Working knowledge of recruiting, scheduling, and credentialing processes and procedures as it relates to emergency department staffing.
- Excellent verbal and written communication skills.
- Must be able to set priorities and demonstrate sound judgment in handling problems.
- Must be extremely organized and demonstrate exceptional time management skills.

Senior Marketing Manager

Interim Healthcare

May 2006 to November 2010

05/2006 - 04/2010 (50-60 hours worked per week)

- Developed strategic marketing plans and recruited physicians, nurses, and mid-level health providers.
- Regularly conducted presentations for a senior team of marketers and recruiters.
- Managed multiple aspects of physician recruitment of local and national hospital professionals for locums' tenens and permanent placement opportunities.
- Earned awards for Top Recruiter of the 3rd and 4th Quarter 2009 and Marketing Division of the Year, 2006-2008.

Senior Recruiter/Senior Account Executive

Spherion Inc. Technology Group - Atlanta, GA

May 2004 to May 2006

45-50 hours per week)

- Directed and coordinated recruiting efforts for IT and HR regions
- Managed posted job opportunities on Internet and Intranet sites.
- Screening incoming resumes per discussion of staffing needs with region leaders.
- Ensured quality control and compliance with Federal/State regulations and administered employment processes and procedures.
- Earned awards for Spherion Inc.'s Sales Team of the Year - 2004- 2006, Spherion's Technology Office, Top Sales of 2006, and achieved ranking of 9th in the country among Spherion Associates, 2006



EDUCATION

MBA in Health Care Management

Capella University

March 2021

Bachelor of Science in Human Resources Management

Capella University

March 2020

Bachelor's in Aerospace Engineering

Mississippi State University - Starkville, MS

None



SKILLS

- Microsoft Office Suite
- Microsoft Cloud
- Recruitdox
- Maximizer
- PeopleSoft
- Salesforce
- One Source
- Bullhorn
- Recruitdox ResumeMax
- Physician One
- Taleo
- HRIS
- Salesforce

Sourcing

- Leadership. Management
- Employee Relations
- Training
- Team Building
- Project management
- Interviewing
- Talent Management. Customer Service
- Behavioral Interviewing
- Resume writing
- Job Fairs
- Networking
- New Hire Orientation

- Screening
- Employee Benefits
- Executive Search
- Temporary Staffing
- Strategic Planning
- Strategy
- Deferred Compensation
- Background Checks
- Permanent placement

Human Resources

- Temporary Placement
- Benefits Negotiation
- Internet Recruiting
- Sales
- Cold Calling
- Hiring
- Onboarding
- CRM
- College Recruiting
- Contract Recruitment
- Staffing Services
- Screening Resumes
- Payroll.
- Talent Acquisition
- Business Development
- Change Management
- Contract Negotiation
- Talent Management