

# KATHIE-ERIN SINGER

NEW YORK, NEW YORK  
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## EXPERIENCE

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**August 2016-Present**

**NYU Langone Health, New York, NY**

*Talent Acquisition Specialist*

- Full cycle recruiter for the Research and Education Mission areas
- Recruit for Research Scientists, Research Data Associates, Research Coordinators, Project Managers, Program Managers, Project Coordinators, Grants Specialists, Grants Managers, Contract Specialists, Biostatisticians, Data Analysts, and Senior Financial Analysts
- Conduct phone interviews and in-person interviews
- Onboard new hires into NYU Langone Health's internal system and process I-9 forms
- Experience using SilkRoad Recruiting, PeopleSoft, PreHire 360, National Student Clearing House, and Sterling Talent Solutions
- Attend career fairs and campus recruiting events
- Received quarterly bonus for time to fill
- Experience working remote
- Average requisition load: 60

**August 2010 – August 2016**

**Bio-Reference Laboratories, Elmwood Park, NJ**

*Corporate Recruiter*

- Full cycle recruiter for phlebotomists, billers, accounts payable, drivers, customer service representatives, IT, lab aides, specimen processors, and human resources representatives
- Sourced candidates via LinkedIn, Google, and job boards
- Utilized Web-based sources and cold calls for the recruitment of candidates
- Conducted preliminary screening of job applicants via phone interviews
- Conducted in-person interviews
- Worked closely with hiring managers in selecting the most appropriate candidates
- Helped build and implement an applicant tracking system
- Experience using IBM Kenexa
- Experience working remote

**May 2009 – August 2010**

**Bio-Reference Laboratories, Elmwood Park, NJ**

*Human Resource Generalist*

- Coordinated weekly new hire orientation, including but not limited to: benefits, corporate policies and procedures, corporate compliance and corporate safety
- Enrolled employees in medical, dental and vision plans using the particular plan's database
- Conducted interviews for new hires and was successful in filling the positions
- Participated in and conducted employee relations and harassment investigations
- Assisted management and staff with coaching, mentoring and facilitating company initiatives
- Assisted management in performance management including, but not limited to: disciplinary process, career advancement and position improvement
- Experience using Ceridian

**September 2006 – June 2008**

**Watchung Hills Regional High School, Watchung, NJ**

*Teacher of Social Studies Grades 11 and 12*

*Certified Social Studies Teacher in the State of New Jersey*

- Taught United States History I and United States History II, academic and honors level
- Developed lesson plans and instructional aids to meet individual and group needs
- Implemented cooperative learning activities in the classroom to foster effective peer learning
- Guided coworkers in Staff Development sessions about the proper ways of preparing cutting-edge educational practices

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## **EDUCATION**

**September 2008 – May 2010**

**School of Management and Labor Relations, Rutgers University, New Brunswick, NJ**

*Master of Human Resource Management*

**June 2005 – May 2006**

**Graduate School of Education, Rutgers University, New Brunswick, NJ**

*ED.M Social Studies Education*

**September 2001 – May 2005**

**Rutgers College, Rutgers University, New Brunswick, NJ**

*B.A. History, Political Science Minor*

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## **REFERENCES**

References available upon request