

Maria Castrejon-Pérez

[REDACTED]
[REDACTED] S. 39th Street/Milwaukee, WI 53215
[REDACTED]

Professional Qualifications

- 16 years of enrollment management experience as a recruiter for corporate and educational institutions
- Effective contributor of corporate commitment to increase diversity in the workplace, fostering a culture of inclusion
- Personal ethics and integrity working with confidential data and in maintaining records for EEOC Compliance
- Possess exceptional interpersonal and communication skills and an ability to create a climate of comfort and trust with management and employees
- Utilize bilingual Spanish/English ability in the recruitment of prospective candidates and in serving as a community liaison for U.S. Bank brand recognition

Related Professional Experience

US Bank-West Allis, WI

March 2011-February 2014

Operations Staffing Manager - Officer 24Hour Banking and Financial Sales

- Responsible to hiring and retention of 142 Personal Bankers (Contact Center)
- Coach Managers on Behavioral based interviewing techniques in alignment with Milwaukee site goals
- Serve as the Community liaison in providing job posting reports and conducting job coaching sessions on the application/interviewing process and corporate culture
- Qualify candidates by conducting phone screens and in-person behavioral interviews, obtain and verify work history, education, job skills, training/certification and salary expectations
- Interpret and coach Managers on the results of the U.S. Bank Employee Engagement Survey
- Conduct financial literacy presentations, interviewing and resume building workshops at UMOS, Carmen High School, Hmong Peace Academy, Bruce Guadalupe Community School

Marshall & Ilsley Corporation-Milwaukee, WI

July 2007-March 2011

Recruiter I

- Plan and implement corporate wide diversity initiatives with a concentration on Latino recruitment and retention efforts
- Demonstrate business-line knowledge through results based recruitment and retention strategies to maintain departmental productivity and minimize turnover
- Initiate meetings with hiring managers to identify performance implications of current and future hiring
- Serve as the HR contact for hiring managers and employees regarding corporate policies and procedures
- Utilize various sourcing agents to fill high volume requisition load such as; People Soft, Linked In,

Twitter, job boards, vendors, and community networks

- Facilitate new employee orientation, educating new employees on corporate culture and performance expectations
- High volume virtual recruitment of prospected candidates (30+ requisitions) for non-exempt level positions (support service operations, facilities, security, call center and banking positions)
- Pre-screen candidates for hiring managers in retail and support services divisions, worked directly with hiring managers in scheduling second interviews
- Negotiate salary offers and provided benefits information of prospective hires
- Assist managers in the development of position descriptions accurately reflecting responsibilities and qualifications
- Plan and implement diversity recruitment efforts and marketing of M&I Brand: NSHMBA (National Society of Hispanic MBA) and NBMBAA (National Black MBA Association)

University of Wisconsin-Milwaukee

September 2005-July 2007

Student Services Coordinator

- Coordinated the Admissions Review Committee responsible for the evaluation 1,400+ student applications
- Collaborated with multiple UWM departments to develop and conduct programs designed to increase diversity
- Hired and managed 20+ student workers to assist with the daily functions of the admissions office
- Managed student work budget of \$17,000 and ensure spending within guidelines
- Conducted employee job evaluations for continued student employment and salary increases

Maria Castrejon-Pérez (Continued)

Elmhurst College-Elmhurst, IL

July 2001-September 2005

Assistant Director

- Responsible for the recruitment and retention of students in continued educational programs
- Used sound judgment and decision making skills in the evaluation of 800+ applications per year
- Utilized problem solving abilities in the evaluation of files and awarded PTK scholarships valued at \$15,000
- Assisted with the recruiting, screening, and hiring of new admissions counselors and staff members
- Developed and trained newly hired employees to the Office of Admissions
- Hired and managed 30+ student Ambassadors to assist with the recruitment efforts of the college

Alverno College-Milwaukee, WI

January 1998-June 2001

Telecounselor and Admissions Counselor

- Managed recruitment and retention efforts of students from IL, MI and WI pursuing academic goals
- Utilized bilingual skills to assist student inquiries pertaining to the admission and financial aid process
- Served as liaison between admissions and academic units to increase student enrollment efforts
- Designed admissions advertising pieces used to promote recruitment events on campus
- Served as an active member of the Hispanic Chamber of Commerce to increase educational efforts of Latina's

Education

December Elmhurst College Elmhurst, IL
Masters of Arts Industrial/Organizational Psychology

December Alverno College Milwaukee, WI
Bachelor of Arts Clinical Psychology
Minor: Social Science, Spanish Language and Cultures

Awards/Community Involvement/Leadership

2014 Milwaukee Area Workforce Investment Board of Directors (MAWIB) - Youth Council
2013 League of United Latin American Citizens Wisconsin - Hispanic Woman of the Year
2013 UMOS - United Migrant Opportunity Services - Hispanic Woman of the Year
2013 LAN - Latino Aging Network - Committee Member
2013 LULAC National Education Services - Finance Committee - Current Officer
2013 - Present Blood Center of Wisconsin - Media Volunteer, Blood Donor, Bone Marrow Registry Member
2008 - Present League of Latino America Citizens (LULAC) WI Council 326, President, Deputy State Director of the Elderly (Newly Elected), Secretary and WI Treasurer (former), LNES - Midwest Appointed Member, LULAC - Midwest Assistance & Program Coordinator

Systems Knowledge

Microsoft Windows Professional XP, Word, Outlook, O*Net, People Soft, Taleo, Skill-Survey, Predictive Index-Certified, PowerPoint, Email, Social Media Recruitment: LinkedIn, Twitter, Internet, PC and Mac

References Available Upon Request

PERSONABLE - MOTIVATED - ENERGETIC - PASSIONATE