

# Dante A. C. Houston

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## CAREER SUMMARY

I possess a broad and deep level of recruitment leadership experience including work in the U.S., Canada, and Latin America. With 20 years of experience in human resources, recruitment and compliance, I have led full-cycle recruiting efforts in the banking, pharmaceutical, consumer packaged goods, industrial automation and non-profit industries. My work has included strategically leading mass hiring efforts, social media campaigns, and passive recruitment efforts, partnering with diversity organizations and educational institutions to discover top talent.

## PROFESSIONAL EXPERIENCE

MRA – The Management Association

August 2013-Present

**Director of Recruiting & Outplacement Services**

November 2015-Present

**Director of Recruiting Services**

May 2014-November 2015

**Recruiting Manager**

August 2013-May 2014

- Manage a budget of \$1.6MM
- Lead a staff of 10 FT/PT/On-Call staff across a 4-state regional footprint
- Grow relationships with prospective and current member companies
- Assist Member Relations Management team with prospect calls
- Facilitate workshops on appropriate use of job boards in recruitment
- Implemented process improvement initiatives, department metrics, and SOPs
- Average 34 days TTF, while saving our members 75% over search firm costs
- Executed contract with JobScience and implemented applicant tracking system, along with appropriate training for Recruiting and HR teams
- Aid job seekers in transition through the outplacement program

Lutheran Social Service of Wisconsin & Upper Michigan, Inc.

September 2012-August 2013

**Lead Recruiter – Human Capital**

February 2013-August 2013

**Recruiter**

September 2012-February 2013

- Manage High Volume recruitment efforts, averaging 150 open requisitions
- Average Time to Fill of 38 days, comprised of over 70 fills per month
- Instituted new model for Talent Management and Human Capital
- Assisted Generalists with staffing analysis that accounted for a reduction in requisitions by 20%
- Created New Employee training and drafted follow-up survey
- Updated contracts with key vendors
- Established partnerships with key colleges and universities
- Collaborated with hiring community to revamp Intern program
- Re-instituted use of internal job fairs
- Assisted senior leaders with re-branding initiative

MillerCoors, Inc / Talent Management

April 2012-July 2012

**Contract Talent Acquisition Consultant – Sourcing**

- Established passive candidate program and database for Business Information Solutions division
- Conducted scoping conversations with management team on open and future positions
- Provided organization with industry updates and candidates from similar companies
- Act as lead to two junior sourcing specialists

Johnson Controls, Inc / Talent Acquisition

January 2011-April 2012

**Senior Recruiter – Power Solutions / Americas Plants**

- Established salaried level recruitment process for 17 US-based plants
- Trained plant HR Managers on Taleo system navigation and importance of OFCCP tracking
- Collaborated with Shared Services Recruitment team to implement Agency Manager
- Participated in University Relations core school selection
- Assisted with implementation of new Operations Development Program
- Maintained a TTF of 60 days for exempt-level hires
- Mentored and trained departmental new hires

Associated Bank / Talent Acquisition

September 2010-January 2011

**Contract Recruiter – Retail Banking/Mortgage**

- Act as a consultant for Retail Banking, Mortgage, and Business Development managers
- Research and recommend new sources for active and passive candidate recruiting
- Full-cycle recruitment, managing 45-50 positions
- Fluent in Taleo / Applicant Tracking System

Rockwell Automation / Global Talent Acquisition

May 2008 – September 2010

*World's Largest Industrial Automation Company, Milwaukee, WI*

**North America Talent Acquisition – Senior Recruiter**

- Sourced, Identified, and Presented candidates to three major business units (Control Products & Solutions, Global Sales & Marketing – Customer Care, and Operations & Engineering Services)
- AIRS Certified Social Sourcing Recruiter, Certificate 2009
- Executed basic and advanced recruiting techniques to identify active and passive candidates
- Talent Acquisition Lead at NSBE and Veteran Career Fairs
- ICS Triplex & Hinz Talent Acquisition Integration Team Lead
- Partnered with Canadian & Latin America to launch recruitment efforts in remote regions
- Project Manager – Project SCAN / Corporate Sustainability & Paperless Recruitment
- Communication Team Lead - Corporate Sustainability Global Taskforce
- Transfer to Affiliate / Global Mobility Team Member
- Created & Launched Recruitment Satisfaction Survey
- Certified 360 Feedback Coach
- Developed and maintained relationships with diverse organizations
- Assisted in the development of advertising strategies
- Managed relationships with third-party vendors
- Conducted New Employee Orientation
- Assisted with FY08 Candidate Applicant Flow Audit
- Fluent in Kenexa / BrassRing Applicant Tracking System
- Social & Professional Networking Sites Project Manager / International Integrator

Manpower Business Solutions / Abbott Labs RPO

July 2005-May 2008

*World's Third Largest Employment Agency, Milwaukee, WI*

**Senior Medical Recruiter & RPO Account Specialist**

- Established Executive Referral Program
- Nominated by management to serve on the Applicant Tracking System Demonstration Team
- Negotiated contracts for implementation of personality profile assessments
- Monitored Diversity Initiatives while partnering with diversity networks
- Developed / Implemented peak staffing planning and organizational development strategies
- Implemented recruitment strategies to attract qualified candidates and maintain a high fill rate
- Responsible for passive and active internet recruitment / Cold Calling

- Partnered with Sr. Management to formulate the components of the RPO model to include an examination of the external environment, long term objectives, action plans short term objectives, functional tactics and restructuring initiatives aimed at refocusing organizational resources
- Trained new employees and International Division Representatives on sourcing database strategies
- 2007 stack ranking - #10 of 58 recruitment team members (120 placements)

M&I Bank

June 1997-July 2005

*Nationally Recognized Leader in Financial Services Industry, Milwaukee, WI*

**On-site HR Generalist / Recruiter**

October 2003-July 2005

- Acted as a consultant on staffing levels and retention strategies within Payment Services / Mortgage / College Recruitment / Corporate Headquarters
- Educated hiring managers and candidates on the hiring process
- Managed the full cycle recruitment process, including establishing job requirements, sourcing, screening, interviewing/evaluating and offer negotiations
- Identified departmental and performance goals
- Created solutions to filling positions with the most qualified candidates
- Worked with third party agencies and community-based organizations
- Administered pre-employment testing, reference verification, background checks, drug screens
- Employee Relations Liaison
- Named Interim College Recruitment Manager
- Extensive knowledge of PeopleSoft Applicant Tracking System
- High-volume contract and hourly recruitment (40-50 hires per month)

Auditor I - M&I Support Services Corporation *ISO 9001: 2000 Certified*

June 2001-October 2003

Vault Administration Associate - M&I Support Services Corporation Cash

June 2000-August 2000

Human Resources/EEO Department Assistant - M&I Bank

May 1999-August 1999

Legal Assistant - M&I Trust Company

May 1999-August 1999

Corporate Compliance Monitoring Specialist - M&I Marshall & Ilsley Bank

June 1997-May 1999

## **EDUCATION**

Ripon College

Alverno College

Ripon, Wisconsin

Milwaukee, WI

B.A. Speech Communication / Psychology

M.A. Organizational Development

## **PROFESSIONAL AFFILIATIONS**

- ✓ FUEL Milwaukee / Creative Council Diversity & Inclusion – Past Chair
- ✓ National Black MBA Association
- ✓ CHRM – Council for Human Resource Management – Lutheran Services in America - Member
- ✓ YNPN – Young Non-Profit Professionals Network of Milwaukee
- ✓ INROADS/WI Inc. Alumni Association – Interim Leadership Team /Alumnus of the Year, 2002
- ✓ United Way of Milwaukee & Waukesha Counties– Emerging Leaders
- ✓ United Performing Arts Fund – Next Generation
- ✓ National Association of African-American Human Resources Professionals – Milwaukee Chapter presenter
- ✓ 40Plus – panelist/resume reviewer
- ✓ National Notary Association – Wisconsin Notary ID #207958
- ✓ American Red Cross – Hands-Only CPR/First Aid Certified
- ✓ AIRS – Certified Social Sourcing Recruiter (CSSR)
- ✓ Principles of Leadership Excellence graduate, MRA – The Management Association

## **ACTIVITIES**

- ✓ Theta Chi Fraternity, Ripon College Delta Omega Chapter - Immediate Past Alumnus Advisor/Alumni Advisory Board / Distinguished Alumnus , 2004
- ✓ Ripon College Alumni Association – Board of Directors – President Emeritus
- ✓ Ripon College Alumni Career Day – presenter/resume reviewer
- ✓ Ripon College Class Agent / Gift Chair – Elected by Ripon College Class of 2001
- ✓ Ripon College 2012 Presidential Search Committee
- ✓ Ripon College 1851 Leadership Giving Society / Partner in the Legacy

## **CIVIC EXPERIENCE**

- ✓ CAMPAC (Milwaukee County Arts Board) – Appointment through 2015 / Vice Chairman
- ✓ Adult Black Achievers – YMCA Career Clusters Co-Chair & Adult Achiever of the Year 2010
- ✓ YWCA – Program Volunteer, Circle of Women Table Captain
- ✓ Milwaukee Career Network – Career Panelist
- ✓ JobCamp II – Presenter on Networking Strategies
- ✓ Career Tools Conference – Planning Committee & Panel Presenter / Resume Reviewer
- ✓ SHRM Chapter presentations & SHRM HR Games – Presenter / Judge
- ✓ Special Olympics, Mentor / Global Messengers Speech Coach
- ✓ Milwaukee Public Theatre, Board of Directors / Past Vice President
- ✓ Servite Woods Homes Association, Past Vice President & Employment Committee Liaison
- ✓ Junior Achievement – Classroom volunteer / Career Day
- ✓ St. A – Foster Parents of the Year 2014
- ✓ We Got This Milwaukee – 500 Black Tuxedos - Day of MENTorship
- ✓ Milwaukee Rep Theater – Community Advisory Council