

Module 10

Last Updated Monday, 19 May 2008

Meet Jill Jones as she is Interviewed by Brandon Patrick

Wednesday May 21st at 1:00 Central.

See BAP Platinum Content for Call In Information

SUMMARY OF QUALIFICATIONS

Jill is a Motivated business professional with extensive skills in recruiting, human resources administration, and employee relations. Proficient in establishing goals, implementing plans, representing the organization, establishing training, overseeing development and direction, and evaluating processes for specific revenue generation. Dynamic, consistent, top performer in recruitment efforts, relationship building, and employee retention

Human

Resources management with history of motivating and inspiring, problem solving skills, and employee and community relations

Exceptional

knowledge of employment law and administration of policy and procedures to ensure compliance with EEO/FCC reporting requirements

Excellent

presentation and communication skills

Results-oriented

recruitment strategist utilizing talents in creativity, tracking, training, client service and development

Project
management and reporting proficiencies

Highly
organized and detail-oriented

RELEVANT PROFESSIONAL EXPERIENCE & ACCOMPLISHMENTS

Director of Recruitment

RE/MAX Elite, Brentwood,
TN (10/06 – Present)

Proven
track record of successful recruitment plan execution and delivery of results.

Successfully
created and managed a dedicated recruiting process targeting both employees and contractors

Responsible
for creating and driving recruitment programs such as branding,

employee/contractor referral, and others

Designed,
implemented and maximized a sophisticated applicant tracking system

Implemented
workforce planning for growth environment with tangible results

Recruitment
and HR leader for all corporate mergers and acquisitions

Directed
marketing efforts to include weekly e-mail campaigns and monthly industry
advertising efforts

Scribed
Operations Manual, Recruitment Manual and Employee Hiring Manual. All new processes to RE/MAX Elite

Introduced
and established training calendar, training themes, and training objectives for
new and seasoned agents to include CE and non-CE courses

Director of Recruitment

Prudential Americana Group Realtors,
Las Vegas, NV (08/04 - 02/06)

Responsible
for managing and directing all Human Resources and Recruitment functions for
the Region

Ensured
staff selections and placements that favorably impacted sales and operations

Established
and documented department processes

Developed,
implemented and evaluated effective strategies and high quality processes to
attract and retain qualified sales professionals to represent Prudential
Americana Group Realtors

Personally
recruited qualified sales professionals with a real estate license

Grew
and developed a successful world-class sales recruiting staff

Established
processes to identify qualified real estate professional candidates

Maintained
effective practices to facilitate the hiring process of internal candidates,
minimizing administrative time and efforts while ensuring the placement of high
quality sales professionals including sales management.

Actively participated in the Human Resources Department management team, assisting with the development and realization of Human resources strategic plans, goals and outcomes.