

KAITLYN ULREY

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Summary

Successful professional with multiple years of experience finding, screening and attracting applicants to open positions. Experienced in conducting background and reference checks and performing direct or phone interviews with potential employees. Personable and diplomatic professional possessing refined negotiation and communication skills paired with in-depth knowledge of recruitment development.

Skills

- Networking
- Cold-calling
- Excellent negotiation skills
- Microsoft Word
- Recruitment
- Customer Engagement
- Microsoft Excel
- Salesforce
- Business Development

Experience

Outside Sales Representative | Mercury Broadband - Fort Wayne | 03/2024 - Current

- Provided technical support to existing customers regarding product usage and installation
- Confirmed customer satisfaction with all aspects of sales process, including delivery time frames and price points
- Resolved any customer complaints or issues promptly and professionally
- Provided detailed information about the products being sold and answered customer questions.

Recruiter/Outside Sales Representative | Express Employment Professionals - Warsaw | 08/2022 - 02/2024

- Developed and maintain relationships with hiring managers to understand their staffing needs
- Researched potential candidates using various sources such as job boards, social media, internal databases and referrals
- Conducted phone interviews to assess candidate qualifications for open positions
- Assisted onboarding new hires by providing necessary paperwork and schedule orientation sessions
- Generated leads through cold calling, networking events, referrals
- Negotiated contracts with customers to close deals in a timely manner.

CNC Machine Operator | Pig tek - Milford | 12/2021 - 08/2022

- Set up and operated CNC machines to perform repetitive machining operations on a variety of materials according to specifications
- Maintained quality control by inspecting parts for conformance to specifications, using precision measuring instruments.

Team Leader/Assembly | KGPCO - Warsaw | 11/2020 - 12/2021

- Lead and supervised a team of assembly technicians to ensure production goals were met within the allotted timeline
- Monitored employee performance and provided feedback on areas of improvement
- Assembled components of a variety of products, adhering to production specifications.

Education and Training

Warsaw Community High School | Warsaw, IN | 06/2020

High School Diploma