

Elisabeth Seifert

Windsor, CA and Macomb, MI ♦ elisabethrak@comcast.net ♦ [LinkedIn](#) ♦ 707-755-4530

EDUCATION

Bachelor of Science Human Resources and Business Management

OAKLAND UNIVERSITY – *Rochester Hills, Michigan*

SKILLS

- Full Cycle Recruiter
- Compliance Audits
- Training & Onboarding
- Workforce Logiq (MSP)
- HRIS – Workday, PeopleSoft & ADP
- Strategic Sourcing Methods
- Data & Market Analysis
- LinkedIn Recruiter
- ATS – Avature, PC Recruiter, Ceipal
- Leadership
- Performance Management
- Social Media Engagement
- Microsoft Office Suite, Staffworks (Scheduling), Salesforce (CRM), Fieldglass VMS, FrameMaker

EXPERIENCE

Air Transport International
Pilot Recruiter

9/2023 to present

- Support the ATI hiring process with sourcing candidates, screening resumes, interviewing candidates, administering appropriate assessments, and making recommendations for hire.
- Passive and active candidate sourcing and engaging of top talent using networking, search sites, job boards, platforms, college and community outreach, including LinkedIn Recruiter, Indeed, Google X-ray & Boolean Glassdoor, ChatGPT, Jopwell, Handshake, etc.
- Develop Market insights to use in determining hiring strategies.
- Conducts flight audits to ensure compliance with operational procedures and regulations by reviewing flight logs, operational flight plans and associated documentation.
- Led the creation and implementation of a Pilot Pathway Program to streamline recruitment and development of future aviators.
- Collaborate with Universities, Flight Schools and industry stakeholders to establish partnerships.
- Develops and maintains an excellent relationship with internal and external clients to ensure achievement of staffing goals.
- Support Chief Pilot Team where needed.

Delta Air Lines via AMS

5/2021 to 7/2023

Senior Talent Acquisition Specialist

Principal Sourcing Specialist / Team Lead Sourcing (promoted)

- Support the Delta hiring process with passive and active candidate sourcing and engaging of top talent using networking, search sites, job boards, platforms, college and community outreach, including LinkedIn Recruiter, Indeed, SeekOut, Google X-ray & Boolean, CareerBuilder, ZipRecruiter, Glassdoor, ChatGPT, Jopwell, Handshake, etc.
- Built strong relationships with Hiring Managers and lead role vacancy consultation discussions to collaborate on hiring needs, DEI, market trends and insights, and job postings to provide guidance in the hiring process, and to develop a data-driven and innovative sourcing and recruiting strategy.
- Conducted in-depth, positive and professional candidate interviews, assessed skills and cultural fit, and provided candidates with Delta Air Lines' value propositions including our benefits and culture, and presented qualified candidates to hiring managers for placement as well as building candidate pipelines.
- **Achieved 54% contribution to the sourcing team's offer count in 2022** (out of a total of 460 offers amongst a team of 16), through effective identification of high-quality candidates, as well as contributing towards **32% of the team offers** in 2023.

- Maintained a high number of requisitions (45+) supporting various business units (from high volume to executive roles) and departments, while effectively engaging with multiple Hiring Managers and other TA team members including GMs, HRBPs, TA Managers, Marketing, DE&I and Account Coordinators.
- Consistently exceed hiring metrics by effectively identifying and securing candidates for more than 150 positions in 2022, with a particular focus on recruiting Engineers for TechOps roles and Data Analysts.
- Project Management for various hiring projects and strategies, as well as assisting on special projects including testing, development and implementation of new Talent Acquisition Technology and new processes.
- Ensure candidates are hired against agreed target start dates and target delivery ratios are met managing stakeholder relationships, while maintaining accurate records of recruitment activities and providing regular reports and analysis to track recruitment metrics to make data-driven decisions.
- Collaborated with marketing team to develop employer branding initiatives, along with market insights to attract top talent on social media and job boards.
- Training, mentoring and onboarding of new team members on sourcing techniques, strategies for filling difficult roles, ATS and HR systems (Avature, Paychex Flex) and new policy and procedure roll outs.
- Collaborate with HR business partners and hiring managers to create and negotiate compensation packages that align with company standards and market trends.
- Member of the Employee Engagement Team to assist in creating a positive work environment and foster employee retention.
- Awarded “**2021 Rookie of the Year**” and “**2022 Passion Values**” and “Innovator” and “Service Excellence” Awards 2021.

Tekberry

5/2019 to 6/2020

Senior Technical Recruiter/Account Manager

- Full Cycle Recruiter with expertise in diverse industries including Medical, Aerospace/Defense, Technical, Human Resources, and Hospitality. Specialized in recruiting Engineers and Human Resources Professionals.
- Account Manager responsible for managing key clients including Stanford University and Clorox.
- Designed and executed comprehensive recruitment strategies, ensuring effective talent acquisition and fulfillment of organizational staffing needs.
- Utilized various sourcing methods including databases, social media platforms, and recruiting sites to attract and engage qualified candidates for both contract and direct hire positions on behalf of clients.
- Prepared recruitment materials, effectively promoting job opportunities through appropriate channels, including job boards, social media platforms, and colleges.
- Volunteered in the community coaching participants on resume building and interview preparation.
- Actively participated in Job Fairs in both Sonoma County and at Stanford University.

Recruitment Coordinator

2/2019 to 5/2019

- Supported the Recruiters with passive sourcing and reviewing of candidates, performing initial phone screens, scheduling assessments, and coordinating interviews with candidates.
- Creative and engaging development of job descriptions and ads on job boards and social media such as Facebook, LinkedIn and Indeed to attract top talent.
- Maintained accurate candidate data in the ATS, to manage candidate databases, track applicant progress, and generate reports ensuring compliance with data protection.

Ameritrade

3/2018 to 3/2019

Client Service Specialist

- Researched and resolved client issues by working to provide financial solutions.
- Identify and refer lead opportunities to Financial Consultants.

- Ensure paperwork, policy and procedures for client requests have been adhered to in order to satisfy compliance requirements.
- Assist Branch Manager in performing daily key compliance and oversight activities for the branch.
- Event planning and project management.

Bliss Yoga - Shelby Township, Michigan
Studio Manager/Front Desk

2/2016 to 9/2017

CERTIFICATIONS

RYT 200 Registered Yoga Instructor

YOGA ALLIANCE BLISS YOGA ACADEMY – Shelby Township, Michigan

Sourcecon Academy by ERE Media

Certified July 26, 2022

VOLUNTEERING

Cheyenne Elementary School

2007-2016

Additional employment available upon request