

Meredith G. Fusco
4025 Captiva Row
Myrtle Beach, SC 29579
Cell 404-579-0941
georgiagal2830@yahoo.com

Professional Summary:

An experienced Human Resources/Staffing professional with over 7 years of experience within the healthcare, administrative, and legal staffing and recruiting industries. Articulate, energetic, organized, and people oriented person with leadership skills looking to join an organization with the opportunity for professional and personal growth.

Professional Experience:

House of Blues **04/2009- 06/2009 (seasonal)**
Myrtle Beach, SC

Human Resources Assistant

Interviewing candidates for various hospitality positions including servers, security, bartenders, and hosts. Performing reference checks on prospective employees. Setting up new hire paperwork and orientation for the Training Coordinator.

Villa Mare Restaurant **05/2008- present**
Myrtle Beach, SC

Service/Bartender

Serving customers high quality Italian food in my family's Italian restaurant. I started as a bartender and have since been moved to a server. Have consistently provided customer service to all restaurant patrons.

Snelling Personnel Services **12/2005-01/2008**
Tampa, Florida

Personnel Manager/ Executive Recruiter

Recruit a wide variety of candidates including administrative, general office, customer service, accounting, light industrial, and select executive level for positions in the Tampa Bay area. In the first two quarters of this year, I successfully assisted in bringing in over \$20,000 in permanent placement fees. Responsible for all of the administrative tasks associated with hiring employees including skills testing, I-9 eligibility, reference checks, and orientation. Complete workers compensation claims for injured employees. Process all payroll activities on a weekly basis for over 40 field employees. Participate in an aggressive sales process involving cold calls to bring in new business to Snelling Tampa Bay. Consistently exceed sales and recruitment goals by using effective communications skills.

CareerStaff Unlimited
Clearwater, Florida

07/2005- 12/2005

Allied Health/Medical Imaging Staffing Manager

Relocated to the Tampa Bay CareerStaff Unlimited office with the same job duties as I previously had in Atlanta, Georgia. Recruited for the Jacksonville, Orlando, and Broward county territories.

CareerStaff Unlimited
Atlanta, Georgia

11/2002- 06/2005

Allied Health Staffing Manager

Successfully managed all facets of branch operations including employee recruiting, screening, staffing, and management of Physical Therapists, Occupational Therapists, and Speech Language Pathologists across the state of Georgia. Performed OSHA and HIPPA training to all employees. Grew and maintained client base for the Atlanta division. Clients included local and statewide hospitals, nursing homes, outpatient clinics, and school systems. Under leadership, division revenue grew to over \$860,000 per year, nearly 300%. Consistently exceeded recruitment and sales goals.

Maristaff, Inc.
Roswell, Georgia

04/2002- 11/2002

Staffing Manager

Recruited, interviewed, placed and managed candidates for temporary and permanent placements in the North Atlanta market. Responsible for the weekly payroll process for 15-25 field employees. Conducted sales calls to current clients and new business prospects.

CambridgeStaff
Atlanta, Georgia

11/2000- 04/2002

Staffing Manager

Recruited, interviewed, placed, and managed both corporate and legal administrative candidates for this legal/administrative staffing firm. Grew the weekly hours and revenue for the administrative positions 50%.

Education:

Kennesaw Sate University
Kennesaw, Georgia
Bachelor of Science in Communications

References:

Available Upon Request