MISTY GREEN

STRATEGIC TALENT ACQUISTION LEADER

 PROFESSIONAL SUMMARY

Senior Talent HR Leader in developing recruiting strategies and executing staffing plans, while overseeing and managing diverse candidate pipelines. An effective strategic planner with a proven history of contributing to the development of HR processes for the organization. Solid expertise in collaborating with managers and building relationships across all organizational levels to achieve targeted outcomes.



CAREER HIGHLIGHTS

* Recognized at Deloitte by 6 members of Senior Leadership for exceeding expectations for the business.
* Recognized by the Senior Manager of Talent Acquisition as being a Top performer at Loomis.
* Received a certificate of appreciation by KBR for maintaining and maximizing staffing levels.



WORK EXPERIENCE ACHIEVEMENTS

**Deloitte| Houston, TX**

**Experienced Hire Lead | 04/2022 – 6/2023**

Subject Matter Expert for the Tax group and strategically supported 12 regions to meet fiscal year staffing goals. Partnered with leadership on budgets/headcount.

* Developed recruiting strategies to industry standards and reduced process expenses by 33% in 6 months. Hired 78 candidates for the fiscal year.
* Collaborated with Talent Business advisors on talent relation issues.
* Engaged with Resource Managers on forecasting of staffing. Worked closely with senior leadership on recruiting strategies for clear expectations and goals.

**Loomis | Houston, TX**

**Talent Acquisition Partner | 04/2019 – 4/2022**

Support talent acquisition efforts in spearheading strategy development to meet hiring goals, metrics, and time to fill for experienced hires. Maintains full cycle recruiting for all levels in the organization.

* Trained 10 new recruiters for a 100% success rate, also created a Recruiter Training Guide to cultivate the new hire recruiting process.
* Managed 50-65 requisitions, including hard to fill roles; resulting in 25 hires per month.
* Oversaw a team of 3 recruiter coordinators to ensure offer letters, backgrounds, and pre-employment were done effectively.

**Chevron | Houston, TX**

**Sponsor Support Specialist - Talent Management | 06/2018 – 10/2018**

Facilitated the Personal Development Committee which collaborated with 60+ hiring managers to conduct Chevron's enterprise-wide strategy and develop a global workforce to attain business goals. Approximately 500 internal candidates were vetted resulting in 50% promotion rate. This program worked towards Chevron’s recruiting goals to improving retention, while raising employee satisfaction. Successful rate in filling 400 internal positions.

* Commandeered strategic workforce planning and accurately forecasted long-term staffing needs to meet business objectives.
* Assessed data on projected and current staffing to efficiently simplify workflows and implement cost reduction strategies.
* Adept at leading recruiting initiatives to identify and acquire internal quality candidates to drive organizational growth.

**Icon Consultants | Houston, TX**

**Recruiting Consultant | 2016 – 2017**

Championed as a strategic recruiting partner by conducting 1st level screening to measure skills and advance qualified for exempt and non-exempt roles.

* Bolstered talent acquisition by provisioning professional recruiting services to the oil & gas Universal Pressure Pumping client.
* Efficiently managed high requisition loads by effectively utilizing high-impact talent identification and adept communication.



CONTACT DETAILS



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Houston, TX



EXPERTISE

HR Processes

Diversity & Inclusion Champion

Relationship Builder

Performance Management

Strategic Thinker

Effective Communicator

Client Relations & Candidate Experience

Forward Thinker

Forecasting of Staffing/Reporting

Talent Development

Training & Mentoring

Workforce Planning & Execution

HR Analytics

 Succession Planning

 Change Management

EDUCATION

**Bachelor of Science, Information Systems Technology**

University of Houston

**Master of Business Administration, Human Resource Management**

University of Phoenix



WORK EXPERIENCE (CONTINUED)

**CTG Consulting | Houston, TX**

**HR Consultant | 2015 – 2016**

Provided guidance to leadership to improve human resource and talent acquisition processes resulting in decreased time to hire.

* Forecasted workforce needs to support workforce development planning and organizational goals by evaluating workforce demographics.
* Created competency model to attract, manage, and develop quality talent for Harris County in accordance with the organization strategy.
* Overhauled 15+ HR policies and procedures that significantly provided effective frameworks for HR best practices implementation.

**Canon Onsite at ExxonMobil | Houston, TX**

**Records Management Consultant | 2013 – 2015**

* Provided efficient records management of 60K+ files for 15 ExxonMobil clients by utilizing accuracy and attention to detail skills. Identified client needs to develop continuous process improvements towards organizational development and growth.

**Parker Drilling | Houston, TX**

**HR Business Partner | 2011 – 2013**

Supported HR recruitment, employee relations, performance improvement plans, exit interviews, succession planning, transfers, compensation, and workforce planning for 400+employees.

* Developed, analyzed, and evaluated new and existing job descriptions to ensure job descriptions are aligned with compensation analysis.
* Coaching leaders with providing feedback on performance improvement plans.
* Full cycle recruiting for experienced hire roles. Conducted weekly staff meetings with recruiting team.
* Collaborated with hiring managers to develop a thorough understanding of position requirements and processed 25+ monthly requisitions.
* Spearheaded succession planning to identify critical positions, successors, high potential employees, and high-risk employees and collaborating with management to effectively determine action plans and next steps.

**Consulting Projects | Houston, TX**

**HR Generalist at United Airlines | 2010 – 2011**

**Recruitment Consultant at Accenture | 2009 – 2010**

Carried out comprehensive consultative support to executive leaders and employees on human resource management strategies.

* Established talent management methodologies and streamlined succession planning and promotion strategies for 600+ employees.
* Structured and implemented strategic staffing plans to meet high recruitment demand for Q3 and deliver within timeline and budget.

**Kellogg Brown & Root | Houston, TX**

**Senior Staffing Specialist | 09/2005 – 12/2008**

* Oversaw recruitment process including sourcing, screening, interviewing, and

conducting negotiations for corporate and global functions.

* Participated in domestic and experienced hires for various disciplines.
* Averaged 20 hires a week, while managing 35-40 requisitions to meet staffing goals.



CERTIFICATES &



TRAININGS

**Strategic HR Leadership Certificate**

Cornell University

**Hiring the Best: Applicant Interviewing Techniques and Strategies Certificate**

John E. Reid and Associates

**Diversity, Inclusion & Belonging Certificate**

LinkedIn Learning

**Certificate of Achievement, Professional HR Development**



Rice University

TECHNICAL SKILLS

**UltiPro**

**Avature**

**HRIS**

**PeopleSoft**

**SAP**

**SharePoint**

**Success Factors**

**Oracle**

**(ICIMS, Ceridian, Taleo, Brass Ring,**

**Web Recruiter)**



PROFESSIONAL ORGANIZATIONS

**National Black MBA Association**

HR Committee

**Volunteering at Dress for Success**

Coaching & Mentoring Clients