

Minal Mehta

Recruiter

Experienced, relationship-focused recruiter with 5+ years of technical and non-technical recruiting and team-building experience.

EXPERIENCE

Recruiter

Cruise Automation Mar 2019 - Oct 2019

- Effective consulting skills with hiring managers & leadership team to understand talent needs and build effective staffing strategies to meet them
- Full lifecycle recruiting expertise from hiring strategy, candidate sourcing, compensation/closing, and on-boarding/training
- Cultural Brand-ambassador for the Company at initial point of entry for candidates with a proven track record of selling Company mission to candidates with both pre and post-IPO companies
- Partnered with internal stake holders as well as external staffing partners to ensure hiring targets were met
- Effectively communicating with candidates and hiring managers throughout the process to insure a positive outcome

Recruiter/HR

Ooma Oct 2014 - Mar 2019

- As a recruiter and business partner powered an increase in company growth from 40 to 300+ employees over 4 years with a team of 3.
- Managed external recruiting teams to keep costs within budget and timeline. Provided extensive metrics to management team illustrating diversity as well as time to hire
- Built processes to ensure that recruiting could scale from pre to post IPO needs and meet SOX compliance.
- Created and supported a cross functional requisition and reporting process that ensured SOX compliance and decreased the amount of time to hire.
- Fostered relationships to encourage employee referrals. Resulting in 30% of new hires coming directly from referrals.
- Created partnerships with specific schools and colleges to foster our internship program. Transitioning 80% of our interns a year into full time roles.
- Managed all recruitment and process around international and local contingent staffing 160+ contingents in 5 countries.
- Produced recruitment processes and solutions that built data entry teams in a 1 month time frame. Supporting the companies efforts to exceed revenue expectations.
- Implemented an ATS system to support growth as teams grew from 1 central location to 4 regional offices.

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Cupertino, CA

SKILLS

Full Cycle Recruiting
Talent Sourcing
Technical Recruiting
Sales Recruiting
Salary Negotiations
HR Metrics
ATS Management
High Volume Recruiting
Candidate Screening

EDUCATION

Sociology

USC

Recruiting Coordinator (Contract)

Ooma, Inc. Mar 2014 - Oct 2014

- Scheduling interviews and phone screens; working directly with candidates and hiring managers, in some cases arranging travel for visiting candidates
- Being key candidate contact on the day (welcoming, briefing and managing the paperwork during the day) Perform reference checks and initiate background checks