



## SABRINA BANKS

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### **SENIOR RECRUITER/ON-SITE MANAGER - SYNERGISTIC STAFFING**

Greensboro, NC 27406

sabrinaparks22@gmail.com

336-312-5676

Willing to relocate: Anywhere

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## WORK EXPERIENCE

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### **MSP Talent Consultant**

**Lincoln Financial** - Greensboro, NC

September 2019 to Present

Managed Service Provider that integrates systems to assist suppliers and vendors within territories within the United States for our client, Lincoln Financial. Tasks include connecting various firms and agencies with open employment opportunities and ensuring that successful candidates are recruited.

### **SENIOR RECRUITER/ON-SITE MANAGER**

**SYNERGISTIC STAFFING**

February 2015 to August 2019

Responsibilities include vetting candidates for employment, interviewing, time-sheet management, drug testing, and completion of background checks. Recruiting for new talent and sourcing via candidate pools including social media, employment platforms, local educational facilities, etc. Implemented a successful management role managing over 50 employees for the onsite facilities and oversaw recruiters and the sales team in producing potential candidates and generating leads.

### **FRONT DESK RECEPTIONIST**

**AIRTRACK DEVICES**

April 2014 to February 2015

Tasks include assisting customers with cell phone repairs, diagnostic issues, registration, check in and check out, placing orders, and other various technical duties. Conducted marketing strategies which generated new business and retained clients.

### **BUSINESS SPECIALIST**

**AT&T**

November 2010 to April 2014

Assisted business clients with wireless needs from 5 lines to 5000 lines catering to specific needs. Placing new service orders, reviewing and correcting billing inquires, establishing new service, troubleshooting technical issues, and collecting

payments were part of my daily duties. Accomplishments included assisting with the shadowing program for future specialists, becoming a Floor Supervisor to assist other specialists, and ranking #1 specialist in all the worldwide AT&T call center locations.

## **FINANCIAL REPRESENTATIVE**

### **CITIBANK**

June 2008 to November 2010

Attentively assisted Sears Credit Card holders with inquiries regarding their personal accounts, performing balance transfers, collecting payments, processing rewards, and upselling account products such as credit card protection, rewards programs, balance transfers, and perks. Averaged over 10 sales a day and ranked in the top ten percentile within the company.

## **STAFFING COORDINATOR**

### **EXCELL STAFFING - Carolina, PR**

January 2007 to June 2008

Recruited for the states of North Carolina, South Carolina, Tennessee, and Georgia areas, for hospitals, nursing homes, hospice, at home care, and rehabilitation facilities. Verified current license's, TB shots, and criminal background checks are current and to date. Created new accounts for staffing needs and confirmed all filled shifts with Directors and Coordinators of facilities.

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## **EDUCATION**

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### **BACHELOR'S DEGREE**

#### **NORTH CAROLINA CENTRAL UNIVERSITY**

August 2018 to May 2020

### **A.S. in LAW ENFORCEMENT**

#### **GUILFRD TECHNICAL COMMUNITY COLLEGE**

May 2015 to December 2017

### **METHODIST UNIVERSITY**

June 2004 to January 2005

### **DIPLOMA**

#### **BEN. L. SMITH HIGH SCHOOL**

January 2000 to May 2004

### **COLLEGE PREP**

#### **PROGRAM**

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## **SKILLS**

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**Human Resource, Interview, Talent Acquisition**

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## ADDITIONAL INFORMATION

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### SKILLS

- 40 WPM
- Multi-tasking
  
- Microsoft Word, PowerPoint, Excel, Act Database, Kronos, Fieldglass
- Multi-phone line
- Dedicated, Compassionate, Innovator