**Anthony Feigt**

858.740.7008 / afeigt@gmail.com

**PROFESSIONAL SUMMARY**

Technical Recruiter with over 4 years of experience recruiting across medical, pharmaceutical, life science, and oil and gas industries. Previous experience as a Loan Originator and Banking Center leader. Competent with HRIS and ATS systems, customer services, audit procedures, managing risk and compliance, financial statements, tax documents, loan terms, underwriting, banking services, policies, and procedures.

**SKILLS**

* Ability to manage customer and partner database within Bullhorn, Salesforce, Workday, SAP, and other CRM, ATS, and HRS tools.
* Knowledge and usage of different job boards; to include LinkedIn Recruiter, Indeed, Dice, CareerBuilder, and ZipRecruiter.
* Actively work with Vendor Management Systems such as Beeline, ICIMS, Wand, VNDLY, Workday, Fieldglass, Connex VMS, Magnit.
* Complex understanding of enterprise risk appetite and what is required for responsible growth.
* Extensive knowledge and experience across multiple industries to include Business to business, wholesale, and retail environments.
* Knowledge of Microsoft applications including Outlook, Work, OneNote, PowerPoint, and Excel, Google Docs, Sheets, Gmail, Slack, Trello, and Community Forums.

**PROFESSIONAL EXPERIENCE**

**YOH SERVICES, STRATEGIC ACCOUNTS DIVISION Nov 2021 – Nov 2023**

*Technical Recruiter 3*

* Work under Strategic Accounts Division supporting technical recruiting to Life Science clients.
* Source, identify, and qualify technical professionals through different resources. Candidates include but not limited to software developers, UX/UI developers, data analysts, informatics analysts, biostatisticians, machine learning engineers, and support specialists.
* Review job descriptions and attend spotlight calls to gain insight and full understanding of clients’ needs in order to provide the most qualified candidates for consideration.
* Interview candidates, negotiate pay and bill rates, close candidates on approved offers, starts.

**ADECCO MEDICAL & SCIENCE** – Houston, TX (Remote) **Sep 2020 – Nov 2021**

*Specialty Recruiter*

* Work in a high traffic environment to analyze job requisitions, perform thorough virtual/phone prescreens as required.
* Ensure candidate’s abilities are a good match for job requirements. Negotiated pay rates.
* Work with industries such as medical, pharmaceutical, manufacturing, and production.
* Produce detailed and effective candidate summaries to present to hiring managers.
* Work with clients and team leads to understand the needs of jobs actively being recruited on to have quick, effective placements.
* Build pipelines for active assignments to ensure quick placements for major clients.
* Effectively assist new/seasoned recruiters with search help, Boolean strings, internal system maintenance, and onboarding questions/guidance.

**MODIS** – Houston, Texas **Jul 2019 – Sep 2020**

*Resource Development Manager, Technical Recruiter*

• Analyze job requisitions, perform thorough in person/virtual/phone prescreens as required.

* Ensure candidate’s abilities are a good match for job requirements.
* Negotiated job rates as applicable.
* Produce detailed and effective candidate summaries to present to hiring managers.
* Work with clients to get a detailed understanding of their needs and requirements.
* Review candidate resumes, update resumes, short list candidates, and submit candidates to open job positions as appropriate.

• Reviewing job orders and qualifying candidates experience and education as it pertains to job.

• Work with onboarding to ensure a timely, well executed placement. Including concerns and care prior to and after placement.

• Built effective pipelines of candidates ready for placement.

**BANK OF AMERICA** – Houston, Texas **Jan 2019 – Jul 2019**

*Relationship Manager*

* Participate in training, coaching, super vision and performance evaluations. Provide ongoing training to help grow teller knowledge of quality referrals.
* Responsible for meeting monthly, quarterly, and yearly sales goals including Consumer and Business products, Home Loans, and Investment referrals.
* Assess customers/non-customers financial needs to ensure they build the best relationship with Bank of America. Assess situations and make correct decisions under pressure.
* Provide excellent customer service to both new and existing clientele.

*Financial Center Lending Officer*  *(NMLS ID 1397042)* **Nov 2016 – Jan 2019**

* Review and analyze client credit reports and financial data to ensure lending guidelines are followed while managing an active pipeline effectively and efficiently.
* Knowledge of conventional, conforming, non-conforming, and government programs and guidelines, including use of resources to assist with processes.
* Coach and develop financial center associates on maximizing referral opportunities while establishing myself as a valuable partner within the bank.
* Network with new and existing contacts to grow business and increase revenue stream while cross selling bank products.
* Adhere to specific guidelines within the bank to maintain operations strength and integrity.

**PERRY FORD OF POWAY** – Poway, California **Apr 2016 – Oct 2016**

*Sales Manager - Internet*

* Maintain knowledge of current sales and promotions and policies regarding pricing, payment, and credit.
* Calling, emailing, following up, and scheduling appointments with customers while using CRM tools specific to line of business.
* Negotiating the best deals while ensuring the highest profit and helping customers fully understand the details of their leasing and purchasing options.

**MISSION FEDERAL CREDIT UNION** – San Diego, California **Jul 2015 – Dec 2015**

*Senior Financial Services Representative*

* Understanding of credit union guidelines to ensure operational excellence and provide hands-on training to other associates.
* Knowledge of all CU products and ability to uncover needs while cross selling to maximize sales potential. To include deposit products and credit products – checking/saving/credit card/mortgage, auto.
* Schedule and follow up with new and existing members, including myself and branch staff.

**BANK OF AMERICA** – San Diego, California **May 2012 – Jun 2015**

*Teller Operations Specialist*

* Supervising and coaching a team of tellers to provide excellent customer service while meeting sales referral goals. Helping develop Personal Bankers into strong successful goal achievers into strong, successful goal achievers. Issuing and approving wires and official checks.
* Assisting Banking Center Manager and Assistant Manager with daily, weekly, and monthly audit, risk, and procedural tasks.
* Training team to be up to date with current offers and how to refer to our business partners including Home Loans, Small Business, and Merchant Services, Investments.

*Senior Relationship Manager* **May 2010– May 2012**

* Participate in training, coaching, super vision and performance evaluations. Provide ongoing training to help grow teller knowledge of quality referrals.
* Responsible for meeting monthly, quarterly, and yearly sales goals - including Consumer and Business products, Home Loans, and Investment referrals.
* Assess customers/non-customers’ financial needs to ensure that they build the best relationship with Bank of America. Assess situations and make correct decisions under pressure.
* Provide excellent customer service to both new and existing clientele.

**EDUCATION**

**Lone Star College –** Houston, Texas 2024-2026

* Associate Degree in Mechanical Engineering (currently attending)

**Udemy**

* Fusion 360 Beginners Course, April 2023

**San Diego Miramar College**– San Diego, California

* Credits towards a degree in Business Administration, January 2013

**Mira Mesa High School** – San Diego, California

* *High School Diploma June 2002*