Derell Green

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347-785-1448

I am a highly motivated professional with a variety of experience ranging from retail to human resources. I have 2 years of experience in Human Resources and I would like to build on this with a reputable company that has integrity. I consider my specialty to be people seeing as how I conduct myself professionally, calm, and patient. Within my 4 years of security experience, I grew and became supervisor of a team of 12 security officers. I am confident that leadership is also a quality that I can bring to an organization.

Authorized to work in the US for any employer.

**Work Experience**

**Recruiter**

REdefined Realty

December 2019 - Present

* Responsible for the full life-cycle recruitment efforts
* Organize HR events (career days, in-house recruitment, job fairs)
* Develop and update job descriptions and job specifications
* Prepare recruitment materials and post jobs to appropriate job boards
* Screen candidates resumes and job applications
* Conduct phone interviews and facilitate onsite interviews with hiring team

**Human Resource Coordinator (Temporary)**

Prime Protective Bureau

August 2019 – November 2019

* Reports to Human Resources Manager
* Schedule Candidates for Interviews
* Follow-Up with scheduled candidates as necessary,
* Manage candidate tracking in recruitment systems,
* Assist with licensing and credential reports
* Complete Transaction Numbers
* Audit New Hire File Folders and Collate
* Covered the receptionist for lunch and absences where I would answer the phones/ transfer calls, give directions, distribute applications, open the door, distribute checks, make copies and send faxes

**Package Handler**

FedEx Express – Newark International Airport

October 2018 – August 2019

* As a package handler, I was responsible for loading and unloading packages within a warehouse to and from delivery vehicles.

**Human Resource Coordinator**

FJC Security - Long Island City, NY

February 2015 to March 2017

* Post Jobs and Search for Candidates through ICIMS
* Reported to Recruiter and Manager of Global Recruitment
* Assisted with Full Cycle On-boarding process including drug testing, background checks, new hire forms, everify, credentials copies and accurately prepared offer letters.
* Rescinded offers when necessary
* Collated files for approval and sent to CCAD for vetted candidates
* Created Ids for new hires and assisted Operations with follow-ups on approvals from CCAD
* Provided back up to receptionist (phones, mail, FedEx/UPS labels, supply order, memo draft) to maintain productivity and coverage for security purposes

**Education**

ACORN Community High School - Brooklyn, NY

**Additional Skills**

Dependable and Reliable Independent worker

Strong communication skills with all levels of Management

Intermediate Level Computer Skills

Advanced customer service skills

Conflict Resolution Skills

Strong interpersonal skills

Detail-oriented

Team player

Can Lift up to 100 lbs

Cash Handling

Multitasking Skills