

Aarav Todd

📞 (312) 555-4821 ✉ aaravtodd@example.com

🌐 linkedin.com/example/aaravtodd 📍 Boston, MA 02108



SUMMARY

Recruiting and operations professional with experience supporting pharmaceutical research and development environments through structured execution, process improvement, data analysis, documentation, and cross functional coordination. Leads daily activities, reviews performance data, investigates issues, develops procedures, and works with technical and production stakeholders to improve workflow reliability. Brings direct experience as a **Senior Recruiter**, supported by prior operations work involving quality requirements, standard work, corrective actions, equipment activities, and performance reporting. Applies Lean Six Sigma methods, **root cause analysis**, and disciplined record keeping to support consistent outcomes. Comfortable advising partners, coordinating priorities, and translating operational findings into practical actions. Prepared to contribute **consultative recruiting** expertise, talent pipeline discipline, **candidate evaluation**, and measurable recruitment operations support across pharmaceutical R&D programs.

EXPERIENCE

Senior Recruiter, Pharmaceutical R&D

January 2022 - Present

Healthcare Talent Advisors

Boston, Massachusetts

Lead operational and recruiting support across pharmaceutical R&D environments, coordinating priorities, documentation, performance review, and technical stakeholder activities. Apply **structured problem solving** and continuous improvement methods to strengthen execution, quality, compliance, and team capability.

- Led **pharmaceutical R&D recruiting** operations with structured reviews, improving workflow **reliability** across technical teams
- Developed procedures and records supporting consistent execution, quality requirements, and operational discipline
- Analyzed process metrics with engineering partners, identifying practical opportunities for workflow improvement
- Coordinated resources and priorities across production support teams, keeping technical activities aligned
- Applied **continuous improvement** methods to strengthen employee capability and daily operating consistency
- Supported safety, **quality**, and **compliance** objectives through disciplined operational management practices

Operations Specialist, Manufacturing

June 2019 - December 2021

Previous Manufacturing Solutions Group

Madison, Wisconsin

Supported manufacturing initiatives through data review, issue investigation, **process documentation**, equipment activities, and stakeholder communication. Contributed to standard work, corrective action planning, quality improvement, and operational decisions across production and engineering groups.

- Reviewed production data for manufacturing initiatives, clarifying issues before corrective action planning
- Used analytical methods to investigate production concerns, giving teams practical recommendations for improvement
- Maintained operational records and reports used during decisions and improvement planning
- Assisted technical teams with equipment activities, process changes, and quality improvement efforts
- Contributed to **standard work** development, helping teams apply consistent production procedures
- Communicated findings with production and engineering stakeholders, keeping improvement work coordinated

PROJECTS

R&D Recruiting Operations Improvement 📅 2024

Mapped recruiting and operating workflows, connected performance measures with documented procedures, and identified practical improvements for stronger coordination, quality, and stakeholder visibility.

Manufacturing Process Reliability Review 📅 2021

Reviewed production concerns, investigated root causes, and organized corrective action recommendations that supported standard work, equipment activities, and consistent team execution.

LEADERSHIP & AWARDS

- Received Operational Excellence Recognition for disciplined process execution and practical improvement contributions.
- Earned Continuous Improvement Achievement honors for applying structured analysis to operational challenges.
- Served as Professional Development Mentor, sharing practical methods with peers and supporting capability growth.

EDUCATION

Bachelor of Science

2019

CERTIFICATIONS

- Lean Six Sigma Green Belt 2024
- Professional Development Mentor 2024

TECHNICAL SKILLS

- Applicant Tracking Systems:** Workday, candidate records, requisition workflows
- Recruiting Operations:** Recruitment cycles, talent pipelines, hiring leader advising
- Sourcing Tools:** Candidate sourcing, pipeline development, market research
- Human Resources Practices:** HR practices, candidate evaluation, employee capability
- Recruiting Metrics:** Talent acquisition metrics, performance measures, operational reporting
- Pharmaceutical R&D:** Pharmaceutical research, development recruiting, technical teams
- Compliance Knowledge:** OFCCP knowledge, quality requirements, compliance documentation
- Process Improvement:** Lean Manufacturing, Six Sigma, continuous improvement
- Analytical Methods:** Data analysis, root cause analysis, corrective actions
- Operational Systems:** Production operations, standard work, process controls

SKILLS

- | | | | |
|--------------------|----------------------|---------------------|-----------------------|
| Recruiting | Sourcing tools | Recruiting metrics | Root cause analysis |
| Talent acquisition | Candidate evaluation | OFCCP knowledge | Process documentation |
| Pharma R&D | Talent pipelines | Process improvement | Stakeholder advising |
| Workday | HR practices | Data analysis | |

PROFESSIONAL AFFILIATIONS

- Manufacturing Improvement Association Member, connecting operational practice with ongoing professional learning.
- Professional Development Mentor, helping peers translate process lessons into practical workplace action.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST