

Olivia Valencia

Talent Acquisition Manager

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📍 Madison, WI 53703

STRENGTHS

- 👥 **Coordinated recruiting leadership**
Coached three coordinators through intake and selection challenges, and became a trusted resource for consistent hiring support.
- ⚙️ **System administration**
When workflow data drifted, audited records and clarified ownership, giving stakeholders cleaner reports and steadier decisions.
- ♥️ **Compliance guidance**
Supported I 9, H1B Visa, and Green Card coordination with organized handoffs that kept sensitive hiring work moving.
- 📊 **Practical reporting**
Turned pipeline and source activity into clear dashboards, helping managers focus recruiting effort where candidates were strongest.
- ✍️ **Process improvement**
Mapped recurring intake issues, tested revised steps, and left teams with guidance they could use without extra explanation.

SKILLS

Talent Acquisition

Talent Development

TMS Administration

Recruiting Strategy Retention

Project Management

Team Leadership

Hiring Manager Advising

I 9 Compliance

H1B Visa Coordination

Green Card Coordination

Employment Law

SUMMARY

Talent acquisition and HR professional with five years of progressively responsible experience across recruitment, talent development, HR systems administration, and project delivery in education and mission driven organizations. Leads recruiting operations, coaches coordinators, advises **hiring managers**, and converts workforce needs into structured sourcing, selection, onboarding, and retention practices. Brings more than two years of hands on **Talent Management System** administration and three years of HR project management experience, including workflow configuration, data quality controls, process redesign, and stakeholder reporting. Experienced with I 9 compliance, H1B Visa and Green Card coordination, job description governance, **compensation recommendations**, pay bands, **recruiting metrics**, career fairs, employment branding, and Microsoft Office. Uses dependable partnerships and clear data to improve candidate and employee experiences while supporting compliant, inclusive hiring.

EXPERIENCE

Talent Acquisition Supervisor

Lakeside Technical Institute 📅 January 2025 - Present 📍 Madison, WI

Leads institution wide recruiting operations for academic, administrative, and technical vacancies. Coaches three coordinators, administers Talent Management System workflows, advises department leaders, and connects compliant hiring operations with workforce planning, reporting, and employee experience.

- Coached three coordinators on intake quality, candidate communication, and **equitable hiring practices**.
- Governed **Talent Management System** workflows, access, requisition data, and compliance reporting quality.
- Advised leaders on staffing plans, sourcing, interviews, **applicant evaluation**, and employment requirements.
- Controlled I 9 documentation and coordinated H1B Visa and **Green Card** cases with counsel.
- Built dashboards tracking requisitions, sources, pipelines, **time to fill**, and offer outcomes.
- Led career events, **employment branding**, job description reviews, and pay band recommendations.

Senior Talent Acquisition Specialist

Great Lakes Education Foundation 📅 July 2023 - December 2024 📍 Milwaukee, WI

Managed concurrent searches across program, operations, finance, and leadership functions. Served as a Talent Management System administrator, led recruiting process projects, guided managers through compliant selection, and prepared sourcing, job description, and compensation recommendations for HR leadership.

- Translated manager needs into sourcing plans and structured **selection** processes for varied functions.
- Tested **Talent Management System** updates, corrected data issues, and documented user procedures.
- Standardized **recruiting** intake and approval steps through milestone tracking and stakeholder reviews.
- Guided managers through lawful interviews, **candidate assessment**, selection records, and **offer preparation**.
- Compared job boards, networks, referrals, and events for difficult to fill roles.
- Validated **job descriptions** and internal data for annual pay structure recommendations.

Talent Acquisition Specialist

Northstar Community Services 📅 October 2021 - June 2023 📍 Green Bay, WI

Delivered full cycle recruiting for professional and support roles across multiple service programs. Maintained talent system records, coordinated I 9 documentation, produced staffing reports, organized **career events**, and supported **process improvement** from requisition intake through onboarding handoff.

Recruiting Metrics

Sourcing Strategy

Candidate Pipelines

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



- Talent Acquisition Supervisor at Lakeside Technical Institute (1.7 Years)
- Senior Talent Acquisition Specialist at Great Lakes Education Foundation (1.4 Years)
- Talent Acquisition Specialist at Northstar Community Services (1.7 Years)

- Managed requisition intake, sourcing, screening, interviews, offers, and onboarding handoffs.
- Audited talent system and **Microsoft Office** records before recurring workforce reporting.
- Coordinated I 9 completion and escalated verification exceptions for timely resolution.
- Built reports covering open positions, **candidate pipelines**, **source activity**, and hiring progress.
- Organized **career fairs**, prepared employer materials, and maintained candidate follow up lists.
- Mapped recruiting steps, tested revised procedures, and prepared user guidance for rollout.

PROJECTS

Campus Recruiting Process Standardization 📅 2024

Standardized recruiting intake, approval, and selection records across departments through stakeholder reviews, milestone tracking, and implementation documentation.

Talent System Reporting Improvement 📅 2023

Improved recruiting reporting by auditing requisition data, reviewing pipeline movement, and connecting source activity with staffing discussions.

LEADERSHIP & AWARDS

- SHRM Certified Professional recognition, 2024
- Talent Acquisition Peer Roundtable Facilitator, Wisconsin HR Professionals Network, 2025
- Coordinated career events that broadened outreach across education and community talent networks.

EDUCATION

Bachelor's Degree in Human Resource Management

University of Wisconsin Oshkosh 🎓 GPA: 4.0 📅 2021 📍 Oshkosh, WI

Coursework: Talent acquisition, employment law, compensation management, organizational behavior

CERTIFICATIONS

- SHRM Certified Professional 📅 2024
- I 9 Employment Eligibility Verification Training 📅 2024

TECHNICAL SKILLS

- Talent Systems:** Talent Management System, recruiting workflows, user access
- Microsoft Office:** Microsoft Excel, Microsoft Word, Microsoft Office
- Recruiting Analytics:** Recruiting dashboards, pipeline reporting, source analysis
- Compliance Administration:** I 9 verification, employment eligibility, hiring records
- Immigration Coordination:** H1B Visa, Green Card, immigration counsel
- Project Management:** Milestone tracking, stakeholder reviews, implementation documentation
- Recruiting Channels:** Job boards, professional networks, employee referrals
- Selection Practices:** Structured interviews, applicant evaluation, selection documentation
- Compensation Programs:** Pay bands, compensation recommendations, internal data
- Employment Branding:** Career fairs, employer materials, recruiting events

PROFESSIONAL AFFILIATIONS

- Wisconsin HR Professionals Network, Talent Acquisition Peer Roundtable Facilitator, 2025 to Present
- Professional collaboration with hiring managers, HR technology partners, immigration counsel, and community recruiting partners.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST