

# Syrah Navid

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Experienced Recruiting Professional with progressive experience managing employee compliance, employee hiring & onboarding, performance management processes, licensure tracking and HR records. Dependable and organized team player with the ability to communicate effectively and efficiently. Skilled at building relationships with employees across all levels of an organization. Proficient with HRIS, applicant tracking and full cycle recruiting

## WORK EXPERIENCE

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### Aston Carter

#### Talent Acquisition Manager- American Honda Motor Co.

03/2021 - Present

- Specialized in full cycle recruitment and account management for professional roles in Operations and Administration, HR/TA, Supply Chain, IT, Marketing, Clinical, Healthcare, Financial Services, and Customer Service
- Built and executed recruiting plans for high-volume roles. Leveraged and developed new tools and strategies to source candidates using AWS, HRIS, LMS systems, as well as Salesforce, IBM Kenexa, SHL, Fieldglass, Boolean Searches, Indeed, LinkedIn, Career Builder, and social media platforms
- Partnered with clients and hiring managers in owning all recruitment efforts from sourcing/screening candidates, conducting interview preparations, presenting offers, and handling all pre-employment requirements.
- Negotiated wage rates and other terms and conditions of employment with candidates, and gain commitment from candidates for current and future job requirement. Discussed and negotiated pay rates, mark-ups and bill rates with clients for new contracts
- Regularly consulted the client on employee engagement, business processes, and potential risk points. Identified the pains of both the client/contractors and strategies to implement processes that were tailored to their needs
- Achieved over 100 offer acceptances over 1 year for IT related skill sets specifically within Software Developers and IT Technicians as well as other junior level IT related roles.
- Handled multiple accounts and contracts for daily operational needs including new job requisitions. Managed Vendor Management tool and filled 95% of all requisitions coming out of the tool.
- Grew recruiting staff from 3 to 10 members in 6 months, resulting in a 40% increase in new hires.
- KPIs: On average worked on a total of 35-40 req at a time. 35 phone screens across all GNA requisitions, additionally met with 6-8 new managers to assess pain points and provide consultancy where needed.
- Conducted full cycle recruiting process including sourcing, recruiting, screening, coordinating, negotiating, and closing.
- Handled and assisted negotiations with clients to establish favorable billing agreements, resulting in increased revenue and/or improved client satisfaction
- Sourced candidates utilizing Boolean searches, job boards, social media, and any other sourcing tools available to identify, connect with and screen potential candidates Conducted interviews to qualify applicants by gaining insight on work experience, assess work knowledge and skill level
- Key Accomplishments: - Produced over \$575,000 in billing for FY 2021 - Promoted to Recruiting Manager less than a year into the job - Positioned as the #3 Recruiter in the West Region. Awarded the Impact Player for the month of April-May

### Target of Rolling Hills

#### Team Leader

02/2020 - 03/2021

- Interviewed, hired, trained, and managed a team of employees. Led by example on best practices look like.
- Understood sales goals, plan, and executed daily/weekly workload to deliver on a department and store sales goals and guest engagement.
- Provided encouragement to team members, including communicating team goals and identifying areas for new training or skill checks. Ensured that all team members are providing exceptional customer service to guests on the sales floor.
- Managed inventories and stock, including keeping detailed records of inventory use and sales, and advised team members on ordering where necessary
- Trained new employees on policies and best practices for adhering to store rules

EDUCATION

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**Bachelor Of Arts: Sociology**

University of California, Riverside • Riverside, CA, USA

**08/2018 - 06/2020**

**Associates of Arts: Sociology**

El Camino College

**01/2016 - 06/2018**

SKILLS

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Amazon Web Services, Applicant Tracking Systems, Best Practice, Business Operation, Business Requirement, Commitment, Communication, Contract Management, Coordination, Employee Engagement, Financial Services, Full Life Cycle Recruiting, Healthcare, Human Resources Management System, IBM Kenexa, Indeed, Linkedin, Mentoring, Motivation, Project Management, Recruitment Processes, Sales Targets, SAP Fieldglass Software, SharePoint, Social Media Platform, Talent Acquisition, Teaching, Technical Recruiting, Vendor Management System