

KATIE ALLEGRETTO

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Strategic 'people-person' with excellent communication and a knack for facilitating mutually beneficial solutions and continuous improvement to consistently drive meaningful action and achieve operational targets.

EDUCATION

Master of Science | December 2019 | Temple University

Degree: Digital Innovation in Marketing GPA: 3.92

Relevant Coursework: Information Technology Management, Data Analytics/Business Intelligence, Process Improvement and Innovation, User Experience Design, Digital Brand Management

Bachelor of Science | April 2013 | University of Pittsburgh

Degree: Psychology

Minor: Italian Studies

EMPLOYMENT HISTORY

Recruiter | First National Bank | April 2018-Present

- Standardize talent acquisition procedures, resulting in streamlined processes, documentation, and regulatory adherence.
- Conduct meetings with leaders from IT, Finance, Project Management, Digital, and Marketing Lines of Business to gather information and requirements, resulting in improved communication and recruiting results.
- Coordinate the hiring process including all back-end processes (background checks, onboarding, etc.) while providing status updates to various stakeholders including the applicant, hiring manager, and HR business partner.
- Perform all Workday system testing for Talent Acquisition group

Lead Technical Recruiter | Oxford International | September 2016-March 2018

- Facilitated client and consultant relations.
- Executed recruiting plans for all open positions (local and national).
- Negotiated salary adjustments and manages contract renewals.
- Networked with industry contacts, association memberships and associates.
- Tracked candidates and pushed for feedback on disqualifications, time-to-fill statistics and other variables.

Branch Manager | LGC Hospitality | March 2015-August 2016

- Staffed events for more than 50 clients each week
- Met with new and existing clients to review current services and expand sales opportunities.
- Managed both client and staff expectations and needs.
- Implemented and monitored social media profiles for Pittsburgh, Philadelphia, and Orlando branches to increase awareness
- Created and led recruiting efforts for all open positions (including developing and facilitating job recruitment fairs with local organizations and universities for engagement).
- Recruited, hired, onboarded, and trained hundreds of temporary employees as well as 8 internal employees.
- Conducted exit interviews and verified that employment termination paperwork was completed. Acted as a company representative for all unemployment hearings.

Teller | First National Bank | September 2013-March 2015

Tour Guide/Admissions Counselor | University of Pittsburgh | September 2011-April 2013

ACCOMPLISHMENTS

- Selected as a company ambassador to travel nationally and facilitate the opening of two new offices (Philadelphia, PA and Orlando, FL)
- Nominated and selected as Best Trivia Night in Pittsburgh awarded by Pittsburgh City Paper in 2018, 2019

CERTIFICATIONS

- Hootsuite Platform Certification (11/2019)
- Google Analytics (4/2019)
- Certified Diversity Recruiter (8/2018)