

MATTHEW A. WARNER

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SUMMARY OF QUALIFICATIONS

- ◆ Accomplished **Human Resources Specialist** with more than 12 years of progressive achievement in recruiting.
- ◆ Requires little supervision, builds rapport easily, and quickly becomes an indispensable asset to any team.
- ◆ Excellent written / verbal skills; astute to detail; thrives in fast-paced, deadline-oriented environments.
- ◆ Delegates and completes tasks with equal efficacy, quick to learn, and not afraid to get hands dirty.
- ◆ Repeatedly lauded throughout military career as superior performer who consistently exceeds expectations.

EDUCATION & TRAINING

UPPER IOWA UNIVERSITY – Fayette, IA MBA, Human Resources Management (2007)	AMERICAN MILITARY UNIVERSITY – Charles Town, WV BA, Management (2005)
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ACHIEVE GLOBAL – **Certified Instructor, Professional Selling Skills Applications & Coaching**

NAVY RECRUITING LEADERSHIP ACADEMY – **Certificate (2005)**

SKILL DEVELOPMENT

Recruiting

- Successfully recruited standout applicants, resulting in “Regional District Recruiter of the Year” award.
- Supervised three regional recruiting offices with 3-6 recruiters, meeting and exceeding annual recruiting goals.
- Recognized as recruiting expert and selected to serve as member of elite cadre of the Career Recruiting Force.

Management

- Oversaw five recruiting offices and 18 recruiters in terms of training, development, and Professional Selling Skills.
- Provided classroom instruction to recruiters in other regions as Certified Instructor for Professional Selling Skills.
- Placed 350 personnel within highly competitive market; elicited professional image both locally and regionally.

Consulting

- Teamed with over 117 Regional Recruiting Managers in analyzing deficiencies and providing guidance / training.
- Developed course curriculum for educating recruiting managers in Western Recruiting Region on proper recruiting processes, training & development, and managerial leadership of recruiting personnel.
- Provided classroom instruction to 90 Regional Recruiting Managers, enhancing region’s productivity by 30%.
- Assumed leadership of 13 Sub-Regional Advertising Departments with \$5.5 million dollar budget for local campaigns.

EMPLOYMENT SUMMARY – U.S. NAVY

Western Region Recruiting Management Consultant (Oakland, CA)	2004 – Present
Regional Recruiting Manager (Reno, NV)	2002 – 2004
Recruiting Office Supervisor (San Jose, CA & San Antonio, TX)	1997 – 2002
Recruiter (San Antonio, TX)	1996 – 1997

References Available Upon Request