Safia Nielsen, PHR

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515-313-6950

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# **SKILLS PROFILE**

|  |  |
| --- | --- |
| HRIS Technologies | HR Policies & Procedures |
| Recruitment | Orientation & On-Boarding |
| Training & Development | Compensation |

# **PROFESSIONAL EXPERIENCE**

**Nationwide Insurance, Des Moines, IA August 2009- Present**

Sr. Recruiter July 2014 –Present

Recruiter October 2012- July 2014

* Provide full life cycle recruitment efforts specializing in the P&C Insurance Industry
* Drive recruitment process leading to over 500 requisitions filled while maintaining 99% hiring leader satisfaction in the last two years
* Source, screen and hire candidates for various levels of experience within the organization including entry level, management, and director requisitions
* Lead external recruiting activities, including job fairs, and colleges to develop external pipelines
* Consult business units on establishing procedures and methods for recruiting through studying market trends and identifying sources of talent market supply
* Partner with HRBP’s and senior management to create recruiting strategies to address workforce planning needs for business units
* Conduct training with business leaders and associates around social media recruiting, interviewing, and resume writing

Recruiting Coordinator July 2011- October 2012

* Coordinated interviews, reference checking process, and correspondence for candidates
* Prepared weekly requisition reports for HRBP’s and management
* Led and participated in Iowa based college recruiting efforts

Administrative Support Coordinator – Central Plains Claims Zone August 2009 – July 2011

* Assigned all Personal Lines Claims in a timely manner to ensure customers with prompt call backs
* Built and maintained Excel spreadsheets in order to capture and formulate departmental driven needs

**Victoria’s Secret , Des Moines, IA August 2005 –** **August 2009**

Manager May 2008 – August 2009

* Recruited, hired, and staffed sales leaders and sales associates
* Worked with 28 direct reports to ensure their retention and career development

Customer Sales Leader August 2005 – May 2008

## PROFESSIONAL/COMMUNITY INVOLVEMENT

**Society of Human Resource Management (SHRM)**

* Member of local Des Moines Chapter since January 2010

**Professional in Human Resources (PHR)**

* HRCI, June 2014

**Youth Emergency Shelter & Services (YESS)**

* Volunteer

## EDUCATION

**Iowa State University, Bachelors of Arts Degree May** **2008**