

KATIE KUPKA

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WORK EXPERIENCE

Corporate Recruiter - Medical Solutions - Remote *April 2022 - October 2023*

- Was an example for our people by demonstrating Medical Solutions; Core Values in everything you do.
- Recruited talent by using traditional and creative sourcing methods to identify and attract qualified candidates that will enhance our company's culture.
- Conducted cultural screening interviews and coordinated second and final interviews with hiring managers and senior leadership.
- Developed strong working relationships and partnered with management to ensure desired outcomes are achieved.
- Utilized proactive, creative, and cost-effective recruitment methods to attract and source active and passive candidates.
- Communicated regularly with both internal and external candidates throughout the recruiting process to ensure a positive candidate experience.
- Created and extended offers. Initiated on-boarding once candidates have accepted.
- Tracked applicants and sourcing leads and assisted with government compliance reporting such as Affirmative Action Plan (AAP), Equal Employment Opportunity (EEO), etc.
- Built business partnerships with Business Unit management and Human Resources / training / Payroll/Benefits that improves teamwork, knowledge sharing, adoption of best practices, and leveraged ideas and resources.
- Partnered with our Marketing team to attract top-level candidates and create brand recognition.
- Provide input to human resources strategy within the Business Unit and HR team to ensure alignment with business strategy.
- Sourced passive candidates via LinkedIn and increased my response rate to 60%
- Hired talent in human resources, payroll/billing, legal, sales and healthcare recruiters.

Legal Recruiting Assistant - Husch Blackwell - Kansas City, MO *July 2021 - April 2022*

- Assisted with Summer and Fall Associate Orientation programs.
- Tracked all lateral candidates and provided periodic reporting on lateral hires. Assist with lateral searches as needed.
- Assisted with coordination of on-campus interviews, call-back interviews and recruiting receptions/events throughout the year.
- Prepared candidates offer letters.
- Maintained spreadsheet of bar exams for incoming fall associates and handled registration/direct-bill payment for bar review courses.
- Tracked and monitored recruiter fee agreements.
- Handled travel coordination for the recruitment team and candidates in the interview process.
- Provided support to the Chief Growth Officer, Director of Legal Recruiting, and Chair of the GAA Hiring Committee on recruiting special projects.

Staffing Assistant - Celebrity Staff (Medical Solutions) - Omaha, NE *October 2020 – July 2021*

- Assisted Operations Manager with training implementation on new processes, system and regulation changes, suggested new training ideas, and helped develop materials and programs.
- Documented, filed claims, and responded to hearing, etc, in regards to unemployment/worker's compensation.
- Coordinated among sales support staff the placement of online job postings.
- Conducted interviews according to division procedures, reviewing the applicants work information and determining the potential match with the open job orders or future employment opportunities.

- Processed payroll, exceptions, and approve expenses/reimbursements to verify accuracy of invoices.
- Served as back up to Operations Manager in the Supervision of Front Desk/Office Coordinators.
- Onboarded new contract employees by processing I9/W4 paperwork and requested background checks or any other screens necessary for employment with our clients.

Account Manager

May 2018 – October 2020

- Developed and managed an assigned territory resulting in achieving a multitude of objectives
- Supported market expansion by identifying additional ways to support current clients
- Strategized my call frequency, company contact penetration, and market penetration
- Analyzed the sales potential for companies to establish strategic revenue based plans
- Managed job board content; creating, posting, editing, and refreshing as needed
- Created contracts based on client volume and executed appropriate correspondence
- Achieved marketing expectations and create reports based on daily activity
- Fostered a strong relationship with hiring managers to understand their candidate needs and preferences
- Hosted the minimum requirement of client visits per month, managing personal travel and expense
- Completed full onboarding requirements based on client specific needs

Recruiter

- Administered and scored assessments with relation to candidate position
- Sourced candidates through cold calling, web postings, job boards, and other related avenues
- Conducted phone screens and interviews reviewing applicant work history, education, and skills to determine potential job matches
- Cultivated relationships with passive and active candidates
- Prepared candidates and coordinated the client interviews
- Assisted candidates with offer negotiation

EDUCATION

Bachelor of Arts in Hospitality Management

May 2018

University of Nebraska-Lincoln - Lincoln, NE

- Minors: Leadership, Business, and Communication

Semester at Sea - University of Virginia

Spring 2016

- Multi-country study abroad program through Asia and Africa