



MELISSA JONES

ABOUT ME

Talent and leadership advisor. Proven experience increasing business growth by assessing human capital needs. Adept in coaching for change, process development, data visualization and communication.

INTERESTS

Family and friends; coaching, consulting and mentoring; volunteer work; writing; cooking; event planning; website management; arts and crafts

HOBBIES



CONTACT INFO

804-986-3265

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[LINKEDIN](#)

[CONNECT2JONES.BLOG](#)

GLEN ALLEN, VA

ACHIEVEMENTS

- Created on-boarding process reflecting corporate values and principles
- Financial Advisor Associate Development Team, Talent resource for program development and hiring
- Restructure interview process for large-scale hiring process, reduced processing time by 75%, exceeded goals
- Selected 1 of 2 U.S. members of a Paris-based, global selection team for ATS system

AWARDS

1st DEGREE BLACK BELT
Inspire Martial Arts 2017

PRESIDENT'S VOLUNTEER SERVICE
AWARD
Bronze 2014, Silver 2015

SKILLS

Strategic Planning

Leadership

Recruiting

Coaching

Vendor Management

Data Visualization

Negotiation

EXPERIENCE

HR BUSINESS ADVISOR
TALENT ACQUISITION MANAGER
SunTrust Bank
2013 - 2017

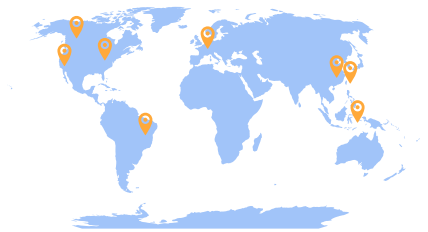
REGIONAL RECRUITMENT
CONSULTANT & TEAM LEADER
Asia Pulp & Paper
2011 - 2013

RECRUITMENT CONSULTANT
Kraft Foods Nabisco Bakery
2007 - 2011

EDUCATION

COLLEGE OF WILLIAM & MARY
BBA Marketing

INTERNATIONAL



HR SYSTEMS

Taleo (ATS)

Workday

Avature (CRM)

MS & Mac Office Suites

Oracle Analytics

Sharepoint