

MARC L. WITORSCH

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SUMMARY

Recruitment professional with over 10 years experience recruiting senior management to entry level positions in the IT, software and pharmaceutical industries. Strengths include sales-minded approach to the recruitment process, recruiting in a fast-paced, high volume environment, developing strong relationships with candidates and managers, creating effective job descriptions, developing recruitment strategies and negotiating candidate offers. Over 10 years experience either working for search firms or managing the search firm vendor process.

EXPERIENCE

Disys, Raleigh, NC

Recruiter, March 2010 to present

- Source, qualify and present candidates for contract and permanent opportunities with Disys' clients.
- Successfully placed 5 contractors and 4 permanent employees in 8 months.

North Carolina Employment Security Commission, Cary, NC

Employment Consultant, February 2009 to March 2010

- Advised and assisted clients with job referrals, job search strategies, resume assistance, interview training and other workshops with the goal of helping them obtain employment through the ESC's Re-employment Services (RES) program.
- Developed and led seminars: Presented "LinkedIn for the Job Seeker."

Rho, Inc., Chapel Hill, NC, (privately held Clinical Research Organization with over 300 employees)

Recruiter, November 2006 to December 2008

- Oversaw recruiting and hiring for all corporate positions.
- Recruited more than 80 professionals into the company, ranging from entry to director level.
- Restructured and reinvigorated employee referral program resulting in far greater participation. Grew percentage of referral hires to 40% (from 10%-15%) and saved significant search firm fees.
- Created effective interview training program for company employees.
- Developed position descriptions and advised hiring managers on requirements and structure.
- Created Access databases to track search firm and referral candidates.
- Managed relations with more than 10 contingency search firms to optimize efficiency of candidate submission.
- Rewrote Recruiting and Hiring policy and updated Exiting Employees/Termination procedures.
- Worked with hiring managers to create effective job postings; conducted telephone and in-person behavioral interviews.
- Generated, presented and negotiated offers to selected candidates.
- Represented Rho at college and professional career fairs.

SAS Institute, Cary, NC (February 2001 – November 2006)

Recruiter, February 2001 to March 2002, February to November 2006

- Oversaw recruiting and hiring for all sales, sales support, and consulting positions at SAS, carrying over 100 open requisitions at a time.
- Developed and administered recruiting strategy; sourced, qualified and interviewed candidates, and generated and extended offers.
- Saved SAS over \$1,000,000 in recruitment fees from 2001 to 2002 by renegotiating search firm fees which had averaged \$20,000 - \$30,000 per hire to \$10,000 per hire.
- Developed employee referral program resulting in higher quality candidates and reducing overall cost per hire.
- Received Sales Innovation Award in May 2006.
- Represented SAS Institute at professional and college career fairs.

Human Resources Generalist, March 2003 to January 2006

- Maintained responsibility for all above listed recruiting duties.
- Received two awards for accuracy in EEO reporting data.
- Filled 77 positions in 2005.
- Supported 5 business units within the US Commercial Sales Division that included 50 managers and 400 employees.
- Tracked salary adjustment and hiring budgets for respective business units and ensured that managers complied with their budget on all compensation and hiring decisions.
- Consulted and advised managers on full range of HR issues, including employee relations, compensation, performance management, and hiring.
- Administered Critical Strategies for People Management (CSPM) training for managers. This is a formal training course providing the basic tools to handle employee relations issues, compensation and hiring decisions, and performance management.
- HR technology skills: Taleo, Oracle, SAS Human Capital Management, PeopleClick

**EXPERIENCE
CONTINUED**

RD Raab & Company, Atlanta, GA (private staffing consulting firm)
Consultant (billable), February 2000 to February 2001

- Performed pre/post screens of candidates for client.
- Consulted directly with client regarding the pros and cons of prospective candidates.
- Member of the High Performance Team—responsible addressing internal and external company issues.
- CPC (Certified Personnel Consultant) instructor—helped coworkers prepare for the CPC exam by leading study sessions.

ROMAC INTERNATIONAL, Atlanta, GA
Career Consultant (recruiter), October 1999 to February 2000

- Placed 3 candidates in first month.
- Developed network of candidates for present and future contract opportunities.
- Sourced Information Technology professionals for other candidates.
- Marketed candidates to ROMAC International's clients.

SOFTWARE INTERNATIONAL INCORPORATED, Atlanta, GA
Recruiting Manager, October 1998 to October 1999

- Promoted to Recruiting Manager after 4 months.
- Averaged 4 placements per month.
- Interviewed IT professionals for employment opportunities with Software International's clients.
- Marketed candidates to Software International's clients.
- Generated list of candidates for open positions through networking IT professionals
- Actively recruited from the available labor force via the Internet.
- Developed database of qualified IT professionals.
- Assisted candidates in tailoring their resumes to the client's requirements.
- Provided active client leads for account managers.

Additional Recruiting Experience
Bellsouth Corporation

Recruiting Intern, 1997 to 1998

- Developed preferred search firm vendor list for Bellsouth.

From 1991 to 1996, worked in retail. Responsibilities included:

- Managing a \$3M inventory for a large retail chain; increase departmental sales by 20% and managed a staff of 9 employees.
- Managed 3 different stores for large retail clothing chain, which included managing sales staff and tailor shop, responsibility for P&L statements and was successful balancing stores' budgets, payrolls and expenses; was top selling-manager; awarded President's Club in 1993.

EDUCATION

Master of Business Administration, KENNESAW STATE UNIVERSITY, Kennesaw, Georgia, May 1998
Studied International HR Management and International Business Practices at the ROEHAMPTON INSTITUTE, Roehampton, UK, in August/September 1997.

Bachelor of Arts in Religion and Philosophy, ROANOKE COLLEGE, Salem, Virginia, May 1991

**TECHNOLOGY
SKILLS**

Microsoft Office 2007 (Word, Excel, Access and PowerPoint)
Applicant Tracking Systems: Taleo, PeopleClick, MaxHire
HRIS: Oracle HR, SAS HCM, PeopleTrak
Other: HTML, Dreamweaver

ADDITIONAL

Maintains career counseling and resume writing business, which includes development and maintenance of personal web site.