

Gerard Patrick Schwenk, SHRM-CP
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SHRM –Certified Professional with Active Secret Clearance with Immediate Top Secret Eligibility

SUMMARY

Human Resource Manager who provides strategic, operational, and supervisory expertise on managing the recruitment process and Human Resource operations while adhering to compliance regulations. Experience recruiting technical staff such as Software & Systems Engineers, Full Stack Architects, Software Developers, Data 1 & Data 2 Network Engineers.

PROFESSIONAL EXPERIENCE

Strategy and Management Services, Inc. (SAMS), Springfield, VA

HR Manager, September 2018 to Present

Sr. Staff Specialist, September 2014 to July 2016

Recruiting Manager, June 2009 to September 2013

HR Manager

- Manage recruitment life cycle from job requisition, through sourcing, interviewing, selection, offer, onboarding, and orientation; created new applicant protocols that improve and increase overall applicant quality
- Direct staff, training and employee relations activities
- Provide oversight for any daily human resource actions and ensures OFCCP compliance
- Process benefits including medical, dental, vision, 401K and advise on ESOP inquiries; manage open enrollment
- Conduct annual refresher training (sexual harassment, cultural awareness and employee tolerance)
- Assist in payroll processing regarding confirming timesheet accuracy and monitoring employee status changes

Sr. Staff Specialist

- Created standard operating procedures for corporate recruiting and initiated new recruitment process flow; achieved staffing objectives; adhered to technical recruiting requirements; built applicant resources; determined requirements and qualifications; arranged management interviews; evaluated applicants with management and improved overall organization image and operability
- Partnered with department managers to anticipate and meet the evolving needs by providing senior level operational support, human resources and talent acquisition services; developed and implemented first ever recruiting check list to increase accuracy and efficiencies for recruiting requisitions for all Hiring Managers

- Recruited: Systems Administrators, Software Developers, SharePoint Administrators and Developers, PC Technicians, Desktop Support Technicians, Helpdesk, Paralegals, Records Examiners/Analyst, Administrators, Administrative, Program Management Manager, Chief Financial Officer, Accounting Clerks, Corporate Operations Manager, Warehouse Staff, Facility Security Officer
- Active participate on an as needed basis with HQ Leadership, Business Development/Customer Relationship Management, Capture Management, Client Networking, Advertising, and Branding

Recruiting Manager (Federal/Commercial)

- Supervised two Recruiters; primary point of contact for proposal and program managers to recruit proposal “Key Personnel” and other personnel that supported awarded and existing Federal contracts; on awarded contracts, responsible for incumbent capture actions regarding HR transition phase from former company to SAMS
- Identified resources needed to pursue commercial and Federal business opportunities; oversaw bid strategies, pricing, teaming, and proposal strategies; and managed the transition from business opportunity to proposal development to contract award
- Conducted matchmaking symposiums, training seminars and other procurement-related outreach events to match various Federal government organizations and prime/subcontractors with other small businesses to circulate guidance on SBA programs and services available to small businesses
- Managed and cultivated existing Federal and commercial client relationships to ensure daily delivery of contract requirements; identified new opportunities and ensured strict adherence to service level agreements
- Provided full life-cycle management of the Non-Disclosure Agreement (NDA) and Teaming Agreement (TA) process between SAMS and Teaming Partners; recommended full execution or denial of agreements to leadership

Software Tech Enterprises (STE), Washington, D.C. July 2018 to September 2018

Operations Manager

- Supervised two recruiters, one generalist, and one specialist; worked with Management Executives to oversee the operations of across departments such as Human Resources, Talent Acquisition, Marketing, Advertising, Business Development and Information Technology to support the company’s commercial, state, local and federal government clients. Additionally, responsibilities include directing the activities of a specific department or departments within the organization. Manages other employees and ensures all business goals and objectives are reached
- Developed and executed the Software Tech’s business strategies in order to attain the goals of the board and shareholders

JTG, Inc., McLean, VA July 2016 to July 2018

Human Resources and Talent Acquisition Manager & AFSO/AITPSO Assistant Facility Security Officer & Assistant Insider Threat Program Security Officer

- Managed full life cycle pipeline recruiting for funded contracts, corporate roles, and proposals; collaborated with senior leadership suggesting recruitment and pricing strategies, handled project implementation and monitored project costs
- Established strong working/coaching relationship with hiring managers; used traditional and creative sourcing; identified new talent, evaluated candidate applications, interviewed and navigated candidates through interview process; negotiated offers and letters of intent, on-boarded and terminated employees; processed benefits including medical, dental, vision and 401K
- Developed candidate relationships to ensure continued pipeline success on active and future contracts
- Exceeded monthly and annual position fill, time to fill and pipeline sustainment goals
- Assisted in managing day-to-day execution of all security operations including: personnel clearance processing, guide employees in the use of e-QIP including professional review of form SF86 prior to submission, classified materials receipt, logging, control, and dissemination, and maintenance of certifications and accreditation of the facilities
- Assisted in performing self-audits of facility security program and participated in DSS Security Vulnerability Assessments (SVA)

Advanced C4 Solutions, (AC4S), Tampa, FL September 2013 to September 2014

Recruiting Manager (JPAS/JCAVS Trained; 2014)

- Provided onsite and offsite management/coaching for a team of five recruiters and a recruiting coordinator to meet and exceed the company's recruiting goals in the Federal space; provided accurate recruiting metrics
- Worked with Program Managers /Executives to develop strategic sourcing strategies targeting cleared technical professionals and partnered with Hiring Managers to identify key requirements for each staffing opportunity role

Adecco, Baltimore, MD March 2008 to March 2009

Area Staffing Director

L&M Production Design Group, Alexandria, VA March 2007 to March 2008

National Account Manager/Executive

AVALON TECHNOLOGY, Arlington, VA March 2005 to March 2007

Manager for the Federal Deposit Insurance Corporation

NONSTOP DELIVERY, Arlington, VA June 2001 to March 2005

Director of National Accounts

AEROTEK, INC. / THE ALLEGIS GROUP, Richmond, VA August 1997 to June 2001

Recruiting Account Manager

EDUCATION

THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON, Bachelor of Arts, Speech Communications with an emphasis on Public Relations