



Dorothy Monroe

Talent Acquisition Manager

Bringing 11 years of talent acquisition experience across municipal, healthcare, and industrial settings, with an Associate Professional in Human Resources credential and deep proficiency in Paylocity, Lever, and ADP Workforce Now Recruiting. Raised the 12-month employee retention rate from 81.3% to 93.4% by introducing behavioral interview rubrics, check-ins, and manager coaching sessions. Built internship pipelines with university partners, designed onboarding programs that cut first-week attrition, and drove employee engagement improvements through stay interviews and benefits communication reforms.

CONTACT INFORMATION



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Watertown, SD 12345

EDUCATION

Bachelor of Science Business Administration
Northern State University, Aberdeen, SD
2011 – 2015

KEY SKILLS

- Paylocity
- Lever
- ADP Workforce Now Recruiting
- Boolean Search Strings
- EEO and ADA Compliance
- Structured Interviewing
- Workforce Planning
- Onboarding Program Design
- Employee Engagement Surveys
- HRIS Data Management

PROFESSIONAL EXPERIENCE

- **Talent Acquisition Manager, Cottonwood Prairie Industries, Watertown, SD**
2020 – Present
 - Raised the 12-month employee retention rate from 81.3% to 93.4% by introducing behavioral interview rubrics, 30-60-90-day check-ins, and manager coaching sessions across 4 departments.
 - Placed 23 interns over 2 fiscal years by partnering with 3 South Dakota universities and creating a 10-week rotation curriculum, with 9 interns converting to full-time roles.
 - Improved employee engagement survey scores from 3.1 to 4.4 on a 5.0 scale within 18 months by launching quarterly stay interviews and acting on feedback within 15 business days.
 - Maintained employment records for 312 active employees in Paylocity, processing transfers, promotions, and leave documentation within 2 business days of each event.
- **Senior Talent Acquisition Specialist, Redfield Basin Health Group, Redfield, SD**
2017 – 2020
 - Coordinated internship placements for 11 summer positions annually, achieving a 4.3 out of 5.0 intern satisfaction rating and converting 5 interns into permanent hires each cycle.
 - Scheduled and conducted new employee orientations for an average of 8 hires per month, reducing first-week attrition from 6 employees per quarter to 1.
 - Interviewed candidates for 17 clinical and administrative roles per quarter, documenting work history, education, and job skills in Lever within 24 hours of each screen.
 - Increased employee engagement scores by 11 points on the annual survey by recommending revisions to the benefits communication plan and hosting 4 town-hall sessions per year.
- **Talent Acquisition Coordinator, Clark County Municipal Services, Clark, SD**
2015 – 2017
 - Prepared and maintained employment records for hiring, termination, and promotion events in ADP Workforce Now Recruiting, processing an average of 34 transactions per month.
 - Scheduled orientation sessions for 6 new hires per month and assembled onboarding packets that covered EEO guidelines, benefits enrollment, and safety procedures.
 - Tracked 12-month retention for each hiring cohort and reported quarterly results to the HR director, identifying that structured orientation groups

retained at a rate of 89.6% versus 76.4% for ad-hoc onboarding.

CERTIFICATIONS

- Associate Professional in Human Resources, HR Certification Institute, 2016