**Kiera O’Donnell** (203)910-3605 | kiera.a.odonnell@gmail.com | [KieraOdonnell](https://www.linkedin.com/in/kieraodonnell/)

**HIGHLIGHTED ACCOMPLISHMENTS**

* 6 years of experience in program development and process improvement
* 9 years of experience in college student development, including 2 years as a recruiter
* Hired 15 interns in only 15 working days, with over 50% female hires and over 80% people of color
* ATS Experience: Greenhouse, iCims, ADP, Taleo

**RELEVANT EXPERIENCE**

***Campus Recruiter |* Mailchimp (Intuit),** *Remote* **October 2021-September 2023**

* Conducted full lifecycle recruiting for technical and non-technical Mailchimp internship opportunities
* Facilitated early career programming for hired interns
* Successfully closed highly competitive candidates through effective rapport building and negotiation skills
* Led large-scale recruiting events, including coordinating volunteers, creating schedules and providing on-site instruction
* Delivered results at an increasingly high level despite constant organizational and procedural changes
* Represented the company and program effectively at university and national recruiting conferences

***Talent Acquisition Partner – Early Talent |* Trane Technologies,** *Remote* **June 2021-October 2021**

* Facilitated full lifecycle recruiting for Early Talent (new grad/intern) technical hiring in Central & Western US and Canada
* Partnered with 50+ hiring managers to fill over 115 roles in 40 North American sales offices
* Hosted regional intern conversion debriefs and extended conversion offers to ease candidate transition
* Contributed to the creation of a persona-based digital engagement marketing strategy for early talent programs
* Researched diversity graduation data to target top-priority university relationships and develop effective recruiting strategies

***Career Coach |* St. Edward’s University,** *Austin, TX* **August 2020-June 2021**

* Advised students in the School of Natural Sciences through one-on-one meetings on the career search process including career/major exploration, resumé/cover letter reviews, and mock interviews
* Completed over 600 student appointments in the 2020-2021 school year, effectively tripling previous school years’ engagement and accounting for over 40% of completed appointments by the entire career team
* Developed effective programming to engage and guide university students in all phases of career development
* Reformatted an independent study career development course to create a synchronous instructed course
* Created and maintained an online career affinity community for varsity student-athletes

***Career Advising Fellow |* Elon University,** *Elon, NC* **August 2019-June 2020**

* Assisted with the planning and implementation of a football alumni networking event, a collaborative effort between the career center, Football coaching staff and the athletics booster club
* Attended employer visits with the Corporate Employer Relations team to establish strong connections, better understand internship and full-time opportunities, and inform employers of the merits of Elon students
* Taught three college-level courses about understanding the post-college transition and career search

***Athletics Academic Affairs Intern |*University of Virginia,** *Charlottesville, Virginia* **May 2018-May 2019**

* Assumed the role of a Personal and Leadership Development Coordinator as the department went through a change of leadership, collaborating frequently with the Director of Community Engagement
* Created marketing materials for office programming and distributed newsletters to keep student-athletes engaged
* Coordinated the application process for graduating student-athletes seeking scholarship money for postgraduate study, resulting in over $40,000 in awarded scholarships

**ADDITIONAL EXPERIENCE**

**Server/Beertender,** *Hold Out Brewing, Austin, TX* **March 2021-April 2022**

* Communicate with patrons regarding the Austin Craft Brewing community and attractions within the city

**Operations Assistant,** *Elon University Athletics* **September 2019-March 2020**

* Coordinated all media timeouts during football games with referees, television crew, and in-game media/promotions team
* Served as the on-field liaison between the entire referee team, their security, and facility operations

**EDUCATION**

**University of Virginia**, *Charlottesville, VA* -- **May 2019**

Master of Education in Higher Education

Concentration: Intercollegiate Athletics Administration

**Assumption College**, *Worcester, MA* -- **May 2018**

Bachelor of Arts in Human Services, *cum laude*

Varsity Women’s Basketball Team