

BRANDON LEY

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PROFESSIONAL SUMMARY

Director of Talent Acquisition and United States Marine Corps Veteran leveraging 20+ years of proven experience in recruitment and operations management. Adept at leading teams in a dynamic, fast - paced environment. Possess a comprehensive background in developing and implementing recruitment strategies, partnering with diverse teams, and leading complex operations. Career supported by consistent and proven ability to produce results ahead of schedule at District, Regional and National levels. Possesses Active Secret Security Clearance.

Strategic Planning

Operations Management

Sales Acumen

Data Analysis

Policy Implementation

Business Development

Team Development

Process Improvement

Communication

PROFESSIONAL EXPERIENCE

United States Marine Corps | Various Locations

2002-Present

Director Sales Management/Training & Development

- Planned, coordinated, managed, and provided instruction and training for the Career Recruiter Course in order to effectively train and develop the career recruiter MOS (8412).
- Validated all recruiting-related Training & Readiness tasks are captured within the Career Recruiter Course Period of Instruction.
- Served as an instructor for the Recruiting Management, Assistant Recruiting Instructor Course, and Operations Course.
- Conducted certification training in communication, consulting, coaching, counseling, and Team Dynamics.
- Participated in working groups to evaluate and revise all Recruiting Command doctrine and curriculum.
- Managed and tracked all internal training requirements ensuring all team members are aware of training requirements and accomplished all required annual training.
- Researched advanced training techniques and information technology to enhance training capabilities and readiness.
- Received Meritorious Service Medal for developing teams that consistently met and exceeded goals.

Regional Sales Manager/Training & Development

- Planned, coordinated, and conducted Systematic Recruiting Inspections across the Midwest region.
- Provided quarterly training to the Senior Sales Manager's, Operation's Managers, and Talent Acquisition Managers throughout the region.
- Conducted Talent Acquisition Manager Course training to 16 new Managers from eight Recruiting Stations.
- Developed and conducted monthly planning course for all levels of the Sales/Talent Acquisition hierarchy.
- Reviewed, analyzed and distributed monthly reports on all recruiting programs to improve quota attainment and quality control metrics.
- Assisted Operations Department in tracking and reviewing all metrics throughout the Midwest region.
- Received Meritorious Service Medal for developing teams that consistently met and exceeded goals.

Senior Sales Manager/Training & Development

- Reviewed and developed a new curriculum IAW new published doctrine to include Instructor Guides, Student Outlines, Practical Application, and examination.
- Supervised and trained staff to meet and exceed the standards set by the National Training Team.
- Conducted timely written and verbal counseling of assigned employees concerning their progress, performance, status, and other matters associated with their training.
- Validated activity input for all 60 on mission employees, providing insight on performance and how to improve processes.
- Conducted platform instruction and created presentations to meet the needs of changing environments and for preparation of new market strategies.

- Received Navy and Marine Corps Commendation medal for developing teams that consistently met and exceeded goals.

Operations Manager

- Strategically planned, forecasted, and supervised over 8,000 enlisted contracting and shipping quotas that ensured objective attainment and mission was achieved.
- Audited and maintained accurate data concerning all quantifiable aspects of the agency's recruiting mission utilizing basic software programs.
- Advised the Operations Officer with data analysis and the technical aspects of systematic recruiting.
- Delivered 100% of quota for the agency along with 8% above the quality standards.
- Received Navy and Marine Corps Commendation Medal for ability to consistently exceed standards and goals.

Talent Acquisition Manager

- Trained, managed, and supervised a 5-man team of recruiters assigned to the department.
- Exceeded the department's contracting and shipping quotas within the established quality standards as evident by winning department of the year 2013-2015.
- Coached, directed, and mentored team members to accomplish assigned goals and objectives.
- Maintained the organization's standards in terms of integrity, personal appearance, and attention to personal and operational safety.
- Monitored the Recruiting process and utilized customer relationship management tools for prospecting trends and training opportunities to increase production.
- Earned 19 Department Manager of the Month accolades from 2013-2015 for achieving the highest sales quota out of 13 other departments in the agency.
- Exceeded Quality Metrics and Quantity Goals throughout my tenure.
- Received Navy and Marine Corps Commendation medal for developing teams that consistently met and exceeded goals.

Talent Acquisition Specialist

- Conducted over 8,000 quality phone calls to sales leads and performed over 250 personal interviews with prospective clients.
- Conducted prospecting utilizing digital communication, phone calls, area canvassing, and home visits.
- Conducted individual written planning and analysis to develop and implement productive monthly/weekly/daily plans that ensured target goals were met.
- Established professional working relationships and projected a positive image of the organization in the assigned local community utilizing dynamic people skills.
- Performed preliminary screening and administrative processing, scheduled physical examinations, completed documents, and maintained accurate records on over 350 candidates.
- Superior use of effective communication and consultative selling skills.
- Utilized Systematic approach to meet and exceed goals.
- Received Navy and Marine Corps Achievement medal for consistently meeting and exceeding goals.

EDUCATION | CERTIFICATIONS

Bachelor of Science (B.S.), Professional Aeronautics | Embry Riddle University

Professional Coaching Skills | Achieve Global | 2011

Lean Six Sigma | Villanova University | 2008

TECHNICAL COMPETENCIES

Software: Microsoft Office Suite 365 | **Operating Systems:** Mac / Microsoft Windows