

## Justin Hampton, PHR, MBA Candidate

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Dynamic and results oriented HR Professional with 6+ years of extensive experience spanning HR Generalist and Technical Recruitment functions. Proven expertise and education in full-cycle recruitment operations, employee lifecycle management, employment & labor laws, pre & post hiring initiatives, benefits, payroll, and fostering strategic partnerships. Adept at leveraging technology, relationships, and best practices to successfully exceed key performance metrics. Eager to combine current experience with hunger to continue learning and growing to contribute towards the success of an innovative and forward-looking organization.

### EDUCATION

Eastern University, MBA in Organizational Management 08/2023 - Present  
University of North Texas, Bachelors of Science in Psychology Graduated 08/2022  
HRCI Certified Professional in Human Resources® (PHR®)  
<https://www.credly.com/go/DQnYPFH>

### PROFESSIONAL EXPERIENCE

**SpringbokIT - Technical Recruiter** 11/2022 – 06/30/2024

- Conduct full cycle recruiting operations, including sourcing, screening, and submitting.
- Gather requirements from stakeholders/hiring teams to develop a pipeline of high-quality candidates.
- Source candidates from online databases, contact lists, internal databases, job boards, social media outlets, and referrals.
- Mentor and train junior recruiters on best practices, including screening, Boolean searches, and personalized outreach.
- Assisted management in revamping internal interview processes.
- Lead biweekly recruiter meetings.

**Staffmark via Samsung - HR Generalist / Recruiting Manager** 02/2018 – 11/2022

- Acted as the first point of contact for 400+ contract talent across the United States to assist with identifying and resolving questions and/or issues.
- Managed employee lifecycle events including onboarding, background checks, education verification, drug tests, new hire orientation, open enrollment webinars, and exit interviews for contract talent across the United States
- Assisted with resolutions of benefit and payroll related issues and inquiries (i.e., updates to direct deposit, W4 edits, PTO tracking, preparing payroll, expense reports, employee verification letters, address changes, etc.)
- Maintained compliance with Federal, State, and Local Employment and Benefits Laws and regulations; ensured compliance with USCIS form I-9 employment eligibility & E-Verify verification.
- Oversaw full cycle recruiting, encompassing sourcing, screening, selecting, hiring, and onboarding qualified candidates.
- Filled hundreds of positions including but not limited to various analytic, video production/content, UX/UI design, marketing, business operations, sales, HR, and technical roles.
- Partnered directly with company leaders on recruiting strategy, directives, and talent retention.
- Maintained the HR / HRIS / ATS systems by opening and closing jobs, updating job information, reassigning positions, uploading & managing candidate/talent information, and preserving data integrity.
- Created training and process documents for all the above responsibilities.

### ADDITIONAL SKILLS

MS Office (Outlook, Word, PowerPoint, Excel - XLOOKUP, pivot tables), eRecruit, RecruitCRM, ADP, PeopleSoft, Bullhorn, E-Verify, SPSS. Beginner skills in Python (NumPy, Pandas), SQL, HTML, CSS, JavaScript