

Justin Hampton, PHR, MBA Candidate

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Dynamic and results oriented HR Professional with 7 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. Post-MBA plans to pursue SPHR certificate, Vietnamese fluency, and bolster current analytic/technical skills.

EDUCATION

Eastern University, MBA in Organizational Management 08/2023 - Expected 03/2025
University of North Texas, Bachelors of Science in Psychology Graduated 08/2022
HRCI Certified Professional in Human Resources® (PHR®)
<https://www.credly.com/go/DQnYPHFh>

PROFESSIONAL EXPERIENCE

West Virginia University - Talent Acquisition Recruiter 07/2024 – Current

- Develop, implement, and execute talent acquisition strategy while delivering innovative recruitment and sourcing solutions aligned with hiring leader goals and the university's strategic plan
- Providing full lifecycle recruitment and hiring support, this role will serve assigned client areas through partnership with hiring leaders to develop a deep understanding of the unit, positions, and hiring needs
- Develop, collaborate, and maintain strong working relationships with leaders to ensure understanding of business needs while proactively working to support assigned client areas
- Deliver talent acquisition strategies, sourcing, recruitment, and full lifecycle hiring process for positions across WVU's campus(es)
- Provide strategic guidance and support to leaders regarding all matters pertaining to the recruitment and hiring process; become a trusted partner
- Manage the hiring process from initiation through final offer, ensuring a high touch positive leader and candidate experience
- Conduct consultative intake meetings for all new positions (in person and virtually)
- Facilitate training with client groups on search, recruiting processes, and best practices

SpringbokIT - Technical Recruiter 11/2022 – 06/2024

- Conduct full cycle recruiting operations, including sourcing, screening, and submitting qualified candidates.
- 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, negotiations, candidate interview preparations, debrief calls, offers, and personalized outreach.
- Assisted management in revamping internal interview processes.
- Led biweekly recruiter meetings.

Staffmark (Client: Samsung Electronics America) - HR Generalist / Recruiter 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.
- Improved payroll processing efficiency, reduced weekly time to completion from 2 days to 1 day
- 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.), and more
- 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, finance, accounting, 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, preserving data integrity, and more.
- Selected to spearhead short-term, special hiring initiatives for Tesla, Fiserv, and Intuit (Various production, manufacturing, customer service, and tax positions)
- Implemented and tracked employee full-cycle performance reviews by surveying managers, collecting feedback, and addressing issues through coaching
- Created training and process documents for all the above responsibilities.

ADDITIONAL SKILLS

MS Office (Outlook, SharePoint, Teams, Word, PowerPoint, Excel - VLOOKUP/XLOOKUP, pivot tables), Google Workspace, eRecruit, RecruitCRM, ADP, PeopleSoft, Bullhorn, E-Verify, Workday, Greenhouse, Taleo, HireRight, HireVue, iCIMS, Slack, Zoom, Calendly, Zapier. Intermediate knowledge in HTML/CSS/Javascript, SQL, SPSS, and Python.