

IDENTIFICATION OF PROJECT PERSONNEL:

Team Member



Michele C. Haynes

H. R. Recruiter

Education:

Bachelor of Arts in Economics (Minor in Philosophy)
Dale Carnegie and Oz Enterprises Management Training Courses

Professional Credentials:

As **CivilWorksInc** has grown, so has its capable administrative team. It became necessary to incorporate a full time H.R. Recruiter into the overall operation of finding and hiring the most qualified team members to fill the position needs of the firm. Michele C. Haynes possessed the skills and experience to do just that, and she was asked to join **CivilWorksInc** in January, 2005.

After graduating from U.C. San Diego with a Bachelor of Arts degree in Economics (and minor in Philosophy), Michele began her career in recruiting, which has, so far, spanned 18 years. She handled accounting, finance, and Information Technology recruiting, as well as account development for California firms: Kforce, Stellcom, Newport Staff Resources, and Technisource. While at Stellcom, Michele was appointed Director of Sales for hardware and software. Her most notable accomplishment at Stellcom was taking their team from 180 to 420 members. During her career, Michele also was put in charge of huge outsource projects for Year 2000 upgrades for the Southern California Auto Club. While in California, Michele attended Dale Carnegie courses in management training and participated in training from Oz Enterprises, specializing in recruiting and sales.

Wanting to take advantage of the exciting job market, Michele moved to Las Vegas in July, 2004. Michele teamed up with Ultimate Staffing to continue her recruiting role, until she found **CivilWorksInc**. This skilled professional is making a huge contribution toward identifying and sourcing candidates and securing talent for the rapidly growing **CivilWorksInc**.

Areas of Experience:

Recruiting

Accounting, Finance, and Information Technology Recruitment

Account Development

Sales

PSMInc

"Organization @ Its Best"

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