

Tiffany Baxendell Bridge

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Objective: To obtain a client-facing position in a communications firm specializing in interactive media.

Client-Facing Experience:

IT Agent ~ Randstad USA ~ Washington, DC ~ January 2005-present

In dual role as both recruiter and account manager, match qualified IT and Interactive Media professionals with client job openings for temporary and permanent placement at a variety of agency, association, and commercial clients in Greater DC.

- **Needs analysis:** Conduct fact-finding interviews with both talent and clients to evaluate goals, set expectations, and make recommendations regarding employment and staffing needs.
- **Client service:** Manage full lifecycle recruiting, candidate submission, interview scheduling, and rate/salary negotiation process for an average of 18 open orders concurrently.
- **Business development:** Negotiate fee agreements for recruiting and placement services. Build client relationships, promoting Randstad as staffing agency of choice for recruiting solutions. Represent Randstad at career fairs, networking events, and curriculum advisory boards.
- **Professional development:** Pursue expertise in employment law as relates to the staffing industry. Attain internal Randstad certification for entire period of eligibility in addition to the Certified Staffing Professional designation.

Sales Resource Manager ~ BuildTopia, Inc. ~ Potomac, MD ~ June 2003-December 2005

Coordinated all sales and immediate post-sale activities for software company producing an ASP project management suite for homebuilders.

- **Business development:** Qualified leads based on company size, process requirements, and business type. Negotiated enterprise-level software and consulting contracts with new customers and contract upgrades with existing customers.
- **Marketing:** Wrote and produced marketing communications, including product brochures, newsletters, and advertisements.

Web Content and Community Experience:

Web Strategist ~ HappyFuntimeFriendService.com ~ July 2006-Present

- Choose blogging platform and add-on tools to support site mission of being a high-profile destination for unique cultural and social events around DC

Founder ~ MagicPotOfJobs.com ~ July 2005-Present

- Write articles pertaining to job search, personal branding, workplace issues, and challenges in the staffing industry for an audience of job seekers and other recruiters.
- Nominated for Recruiting.com's "Best Third Party Recruiter Blog" in 2005.

Contributor ~ Metroblogging DC (<http://dc.metblogs.com>) ~ July 2004-Present

- Contribute articles, reviews, and photographs relating to life in the Metro DC area.
- Participated in growth of site to one of the consistently top 5 cities in the Metroblogging network in the first year.

Additional Experience:

Staff Assistant ~ National Association of Consumer Agency Administrators ~ Washington, DC ~ July 2002-June 2003

- Wrote, edited, and laid out monthly association newsletter.
- Maintained and coordinated office technology, including website, email, and workstations. Made recommendations regarding updating and upgrading computer systems. Installed wireless LAN.
- Fielded media and consumer inquiries and referred questions to appropriate member offices.

Administrative Specialist ~ A Second Chance, Inc. ~ Pittsburgh, PA ~ January 2002-June 2002

- Designed all publicity and identity materials, including logos, letterhead, announcements, annual report, and complete brand identity package for new agency venture.
- Developed and implemented computer skills training curriculum for staff and clients.
- Supported desktop computers and resolved user issues in a Windows environment.

Operations Manager ~ Victory Media, Inc. ~ Coraopolis, PA ~ June 2001-March 2004

- Maintained and upgraded website content, graphics, architecture, and monthly promotional newsletter.
- Edited marketing materials, including media kits, advertisements, and client communications.
- Monitored and maintained sales contact database to ensure complete and accurate information and mailing lists using ACT! 2000.

Operations Manager ~ Stars & Stripes Omnimedia, Inc. ~ Pittsburgh, PA ~ August 2000-June 2001

- Created a tracking system for all advertising sales for three print publications, three websites, and one weekly radio program.
- Ensured complete advertisement runs as liaison between sales and production departments.
- Managed monthly office operations budget.
- Managed circulation tasks, including customer service, fulfillment databases, and online order processing.
- Supervised company internship program and selected interns.
- Coordinated HR functions, including personnel files, benefits administration, and some payroll functions.
- Evaluated and contributed copy for marketing materials and corporate communications.

Activities and Projects:

ITT Tech Springfield – Curriculum Advisory Board, 2006

ECPI College of Technology, Manassas – Curriculum Advisory Board, 2006

Education: Grove City College – Grove City, PA
B.A. in Political Science

American Staffing Association
Certified Staffing Professional Designation

Technical Skills:

HTML, CSS, Wordpress, Movable Type, Blogger, Salesforce.com, Adobe Creative Suite