

Stephanie Ursini-Bennett

Denver, CO | Stephanie@ColoradoStaffing.org | 720-220-5122 call or text

SUMMARY

I've enjoyed a seasoned career in marketing, communications, training and development. A new opportunity opened for me in 2013 and immersed me into the world of staffing and recruiting. Later that year, I became the Executive Director for The Colorado Staffing Association and in 2015 and became a facilitator for Staffing CEOs (CEOs across the country). I then found a new opportunity in the fall of 2016 to also work on special projects for staffing firms in Colorado. Including: IT, Real Estate, Government, General Labor, Event staffing and many more. My skills and experience are listed below:

- Outstanding computer skills including: graphic design, social media, database, word processing, spreadsheet and presentation applications
- Skilled to effectively respond and interact with all levels of organizational staff, and C-Level Executives
- First-rate presentation, facilitation, organizational, analytical, interpersonal and communication skills
- Extremely flexible, innovative with ability to manage responsibilities and priorities in a fast paced, growth-oriented and time-critical environment
- Exceptionally independent and efficient work habits, strong negotiator, organized, accurate and detail oriented with the ability to multitask seamlessly and a dedicated team player

Staffing Professional:

- Admin/Recruiting/Sales Manuals
- Talent Acquisition
- Interviewing
- CRM/ATS
- Screening
- Account Management
- Sourcing
- Negotiation
- Screening Resumes
- Employee Benefits
- Technical Recruiting
- Contract Recruitment
- Payroll
- Accounts Payable
- 401K
- Work Comp
- I9 Compliance
- Posting Jobs
- Employee Relations
- Onboarding
- Staffing Services
- IT Recruitment
- Temporary Staffing
- Software Engineer Recruiting
- Interviews
- Permanent Placement

Marketing Professional:

- Event Planning & Logistics
- Marketing, Communications, PR
- Creative/Writing/Editing
- Graphic Design
- Leadership Training
- Corporate, Business Development
- Membership Development & Retention
- Public Speaking
- Webinars, Websites, Social Media
- RFP Management
- Book Publishing

Design/Copywriting: Creative Cloud Suite: Adobe Photoshop, Adobe InDesign, Adobe Illustrator,
Web/Campaign Software: Constant Contact, WildApricot, Concrete 5, WordPress, Google, GoToMeeting/Webinar
Source/Recruiting: LinkedIn, Monster, DICE, Talentbin, Indeed, Hired.com
CRM Platforms: Bullhorn, Akken, Goldmine, Salesforce, Sharepoint,
SEO/Analytics: Google Analytics, Google AdWords,
Social Media: Twitter, Facebook, LinkedIn
Office: MS Excel, MS Word, MS Access, MS Outlook, MS PowerPoint

STAFFING INDUSTRY HISTORY

Colorado Staffing Association: Executive Director | Staffing CEOs: Facilitator

MAY 2013-present

- Manage annual events: Annual conference; 3 Owner/Executive retreats; 4 educational workshops. Each event is managed through leadership, communication, and support. Including: expectations, accountability, performance; identify training needs; work with owners for a goal of quality and on time delivery; continuously monitor and report on performance and status of events including BCR/ROI reporting

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- Manage event logistics for all event contracts, marketing, social media, hotel, catering, signage, booth, display designs
- Creative branding, writing, design and delivery of marketing collateral, programs and campaigns including website, e-newsletters, social media, brochures, product collateral, sales support materials and presentations
- Liaison between CEOs, Marketing, Sales, Training for all event-related communication and primary contact for all Industry Partner/Vendors
- Build and maintain positive business relationships with both internal and external customers, including vendor and industry partners
- Recruited 100s of member organizations and over 50 local and national partners to sustain and grow the organization
- Post-event data gathering and analysis of event success: print/electronic