

# Tania V. Charles

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## PROFESSIONAL EXPERIENCE

### **Recruiting Manager, Jones Day**

Atlanta, GA, *December 2018 - present*

Miami, FL, *December 2018 - April 2021*

### **Attorney Recruiting Manager, Eversheds Sutherland LLP**

Atlanta, GA / Austin & Houston, TX, *September 2018 - December 2018*

- Managed the full cycle of entry level and lateral recruiting for the Atlanta, Austin and Houston offices

### **Recruiting Coordinator, Jones Day**

Atlanta, GA / Miami, FL, *March 2015 - September 2018*

- Managed the full cycle of entry level recruiting for the Atlanta and Miami offices
- Organized visibility and diversity efforts with local, regional and national law schools
- Created and maintained relationships with law school career services and affinity groups
- Maintained search firm relationships to support lateral recruitment
- Supervised and trained assistants in Atlanta and Miami

### **Recruiting Coordinator, Kurt Salmon**

Atlanta, GA, *May 2014 - March 2015*

- Coordinated and executed college recruiting and immediate hiring initiatives
- Created job descriptions, offer letters and rejection notices
- Maintained job postings on Kurt Salmon's corporate career page and external sites
- Reviewed resumes for appropriateness of background and experience for position requirements
- Managed the scheduling and logistics of all interviews between candidates and practice members
- Performed detailed reference checks on candidates selected for hire

### **Legal Recruiting and Professional Development Coordinator, K&L Gates LLP**

Charlotte, NC, *March 2011 - May 2014*

- Coordinated the full-cycle entry level recruitment processes including campus recruitment, all aspects of planning and executing the summer associate programs, scheduling candidate interviews and candidate tracking for the Charlotte, Charleston, Raleigh and Research Triangle Park offices
- Developed relationships with local search firms to assist in lateral recruitment
- Coordinated the orientation and integration of new associates
- Worked with the Associate Development Chair to carry out the Associate Review Process as well as develop and execute the mentor program
- Planned programs and initiatives for associate engagement and retention for the Charlotte office
- Led various efforts as a member of the Charlotte office diversity committee
- Coordinated logistics for Firmwide professional development programs
- Managed CLE compliance North and South Carolina attorneys
- Traveled to local law schools in North and South Carolina to build and maintain relationships with career services as well as to attend law school sponsored events and execute student programs

### **US Training Coordinator, Triple P America**

Columbia, SC, *March 2009 - March 2011*

- Coordinated approx. 200 Triple P courses and meetings for agencies across the US each year
- Drafted contract agreements between Triple P and clients
- Delegated trainer assignments and arranged travel arrangements for trainers
- Planned and coordinated Triple P open-enrolment events
- Supervised the Operations Manager and a junior Training Coordinator to delegate work as needed

### **Recruiting Assistant, Jones Day**

New York, NY, *July 2007 - January 2009*

- Coordinated the fall recruitment process, which included candidate tracking, job postings, interview scheduling and management and candidate follow-up
- Planned, coordinated, and managed events during Summer Associate programs while managing 50+ summer associates
- Developed and maintained relationships with law school career services and affinity groups
- Planned New York area Jones Day visibility events
- Developed, implemented and managed Summer Associate and New Lawyer Group training programs

## **EDUCATION**

### **B.A. in Corporate Communication, Minor in International Business and Spanish**

*College of Charleston, Charleston, SC, May 2007*

## **AFFILIATIONS**

### **National Association for Law Placement 2011 - present**

Recruiting Section Co-Chair, 2024 – present

Atlanta Legal Recruiting Association 2025 - present

Legal Recruiting Summit Speaker, 2024

Regional Leadership Committee, 2022 - 2024

Annual Education Conference/Bulletin+ Article & Webinar Planning Working Group Vice Chair, 2023 - 2024

Member of Future of the Legal Workplace Advisory Group, 2022 -2023

Annual Conference Speaker - Taking the Lid off the OCI Pressure Cooker, 2022

Nominating Committee, 2020

### **South Florida Association of Legal Professionals 2016 – present**

#### **Atlanta Legal Recruiting Association 2015 - present;**

President, 2018 - 2020

Programming Committee, 2016 - 2018

### **College of Charleston Alumni Association, Atlanta Chapter 2014 - present**

Chapter President, 2014 - 2016

### **College of Charleston School of Humanities and Social Sciences Dean's Council 2015 - 2018**

### **College of Charleston Alumni Board of Directors 2011 - 2015**

### **College of Charleston Alumni Association, Charlotte Chapter 2009 -2014**

Chapter President, 2010 - 2014

### **Recruiting Association of Charlotte 2011 - 2014**

### **New York City Recruiting Association 2007 – 2009**