

Colleen M. Miller

<http://linkedin.com/in/millercolleenm>

Event planning and organization is something that has always been a passion of mine. During college I was involved in the Public Relations Student Society of America (PRSSA) and volunteered for several non-profit organizations assisting in marketing, fundraising and event planning. Once I received my bachelor's degree, I began working at a local company where I found a new passion that combined my love of event planning, organization and communications in the form of recruitment. From there it expanded into coordinating recruitment for several large financial institutions planning their recruitment, orientation and training events. I've worked on contract negotiations with hotels, travel agencies, catering and more. In present day, I am the special events chair for my child's elementary school planning events with 1,000+ attendees throughout the school year. This is in addition to my full-time job as the Director of Recruitment at Shumaker, Loop & Kendrick, LLP, where I've worked for nearly 5 years. I would be thrilled to assist as a NALP conference planning coordinator as I know how much hard work and dedication it takes to put on large events like these.

EXPERIENCE

<u>Shumaker, Loop & Kendrick, LLP</u>	03/2020 – Present
Director of Recruitment, 11/2023 – Present	
Director of Associate Recruitment, 08/2022 – 11/2023	
Legal Administrative Assistant, 03/2020 – 08/2022	
<u>Pontoon Solutions</u>	08/2019 – 11/2019
Team Lead Recruiter	
<u>ADP RPO</u>	10/2013 – 08/2019
Senior Recruiting Specialist, 07/2017 – 08/2019	
Client Relationship Manager, 07/2016 – 07/2017	
Recruiting Coordinator, 10/2013 – 07/2016	
<u>Studio 840 Photography and Events</u>	05/2014 – 01/2024
Owner / Photographer	
<u>The Arts Partnership</u>	05/2011 – 12/2012
Marketing and Public Relations Intern	

OTHER RELEVANT EXPERIENCE

Marketing Volunteer, Harmony for Ohio Foundation – Tabfest

Brand Ambassador, EMG3

Administrative Assistant, Dulany, Hills & Associates

EDUCATION

Bachelor of Arts – Public Relations, The University of Findlay, Findlay, OH

Associate of Applied Science – Photographic Technology, Ohio Institute of Photography and Technology, Dayton, OH

Prior Certifications: Certified Internet Recruiter (CIR), Certified Diversity Recruiter (CDR)

Current Memberships: National Association for Law Placement (NALP)