

Courtney Murray



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Summary

Courtney is a trained engineer with over ten years of experience in operational strategy, human resources, and data analysis. She enjoys helping mission-driven organizations solve tough problems.

Experience



Talent Acquisition Representative

University Clinical Health

Feb 2021 - May 2021 (4 months)

- Utilized Human Resource Information Systems including ATS and Paylocity to function as a strategic resource for business unit hiring needs
- Managed candidate sourcing and confirmed offer details for an average of 15 positions each week
- Reported organizational talent acquisition metrics to hiring managers and leadership to drive strategic staffing decisions
- Went into preterm labor during first 90 days; Was not medically cleared to return to work; UCH needed to fill my position



Compliance & Staffing Advisor

Grizzlies Preparatory Charter School

Mar 2016 - Feb 2021 (5 years)

- Managed talent acquisition for SY20-21 including automating the hiring process using G Suite and Pipedrive, crafting interview questions and developing processes to track and evaluate candidates
- Developed partnerships with Memphis recruitment initiatives, certification programs, and local colleges
- Managed collection of Title I compliance items, school annual report, and civil rights data reporting
- Facilitated 11 new staff members through the hiring and new staff onboarding process for SY20-21
- Ensured 95% of Shelby County Schools Operations Scorecard items received a 5 out of 5 on September Indicators including Human Resources, Federal Programs, and General Compliance
- Scheduled new staff onboarding and technology training for all new staff over 4 years
- Led student and staff software training and served as Technology Testing Coordinator for 2 years
- Promoted from Advancement Coordinator to Systems Manager to Compliance & Staffing Advisor



MBA Graduate Assistant

The University of Memphis

Aug 2015 - Dec 2016 (1 year 5 months)

- Graduate Assistant with Fogelman College of Business and the Hyde Family Foundation's Customer-Driven MBA program



Portfolio Analyst

Achievement School District

Aug 2014 - Aug 2015 (1 year 1 month)

- Placed as a 10-month Education Pioneers Analyst Fellow

- Designed dashboards and built reports informing district and school leadership of the accountability status of 23 schools run by 12 charter school networks
- Provided support to school/charter school networks around interpretation and use of Tableau-reported data and raw performance data for internal analysis



Manager, District & School Partnerships

Teach For America

Oct 2012 - Aug 2014 (1 year 11 months)

- Created a Placement dashboard to facilitate the process for scheduling over 400 interviews to place 250 teachers in teaching positions for grades K-12 across Metro Atlanta public schools
- Planned logistics, garnered resources, and managed communication for five Hiring events with over 200 attendees including a Professional Development/Hiring Day and large-scale Hiring Fair



Distribution Engineer and Plant Operations Co-Op

Georgia Power Company

Jan 2010 - Oct 2012 (2 years 10 months)

- Managed a total of \$500,000 in spending for power delivery projects to serve 30,000 customers
- Developed summer training curriculum and project standards for Engineering Interns and new staff

Education



The University of Memphis

Master of Business Administration (M.B.A.), Customer Driven MBA

2015 - 2016

Received a full scholarship through the Customer-Driven: Entrepreneurship Track program.



Georgia Institute of Technology

Bachelors, Industrial & Systems Engineering

2004 - 2009

Licenses & Certifications



SHRM - Certified Professional (SHRM-CP) - SHRM

Pursuing - 2021, Completed Christian Brothers Prep Course Fall 2020



Project+ - CompTIA



Advanced Excel - Georgia Institute of Technology

Skills

Microsoft Excel • Project Management • Talent Acquisition • Information Systems • Data Analysis • Strategic Planning • Knowledge Management • Onboarding • Training