**Melanie Mills**2046 N. Orleans St., Chicago IL. 60614
melaniemillsv@gmail.com

786-899-8709

**Relationship Management PR & Advertising Analytical Thinking**

Goal oriented and well-rounded professional with strong analytical thinking, outstanding planning, communications, interpersonal and teamwork skills.

**Professional Experience**

**MILLICOM INTERNATIONAL CELLULAR SA / COLOMBIA MOVIL SA, TIGO – COLOMBIA** 8/2012 – 12/2014

*Tigo is the third largest mobile phone company in Colombia with an estimated annual revenue of $1.71B.*

**HR Specialist**4/2013 – 12/2014

* Led the *Attractiveness and Employer Branding Project* along with the Marketing Department positioning Tigo as a top employer and raising brand awareness.
* Redesigned Tigo’s *Work With Us* website section, collaborating closely with the company’s digital agency, increasing website traffic by 60%.
* Spearheaded the *Critical Workforce Segment Project* identifying key resources and roles within the company to prioritize talent management investments.
* Acted as Tigo representative and keynote speaker on Talent Acquisition and Management at national conferences and major universities.

**Global Recruitment Specialist**8/2012 – 3/2013

* Recruited over 200 top management roles for global Millicom operations with candidates from Latin America, United States and Africa with a 90 day success rate of 97%.
* Screened and hired internal resources from Senior Managers to analysts, for Tigo’s local operations.

**SAMPER HEAD HUNTING – COLOMBIA** 1/2012 – 7/2012

*A leading Head Hunting firm with offices in five countries in Latin America.*

**Senior Consultant**

* Conducted complete recruitment processes for clients in Colombia and Panamá placing exceptional candidates.
* Developed business relationships with high-end clients across various industries.
* Executed market research using specific headhunting tools, advertising vacancies and interviewing applicants.

**CONVERGYS CUSTOMER MANAGEMENT – COLOMBIA** 4/2011 – 1/2012

*Provides outsourced telephone marketing, research, and database services to marketing-intensive companies.*

***Associate Recruiter***

* Directed robust recruitment initiatives, hiring more than 30 advisors per month.
* Supported the Sourcing Department with marketing strategies to promote employer branding initiatives.
* Ensured successful implementation of training programs by closely monitoring and evaluating metrics.

**Education**

**Master of Arts in Public Relations and Advertising,** DePaul University, Chicago, Illinois Fall 2016

GPA 3.9/4.0

**Bachelor of Arts in Psychology,** Universidad de Los Andes, Bogota, Colombia August 2011

GPA 3.5/4.0

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**Skills & Training**

**Computer Skills** Microsoft Office, Gorkana, Crimson Hexagon
**Training** Certificate in Consumer Behavior, Universidad Jorge Tadeo Lozano, Bogota, Colombia.

1st place Media Relations Campaign for Hill+Knowlton Strategies. DePaul University, Chicago, Illinois.

**Personal**

**Languages** Native Spanish

**Interests and hobbies** Traveling, reading, networking.