

MANI DASOJU

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EXPERIENCE

Banff Advisors, LLC *Analyst, Platform Services & Account Manager*

Remote in Dallas,
TX
April '22 – November '22

Banff customizes mentoring and conducts targeted executive searches for professionals from underrepresented groups. I created the Platform Services team in collaboration with Borbola Tozser.

- Developed and implemented a dynamic demand generation system for Banff's proprietary web application, Contender, driving an increase in qualified leads.
- Efficiently updated entries for teams, searches, pipelines, and clients on behalf of users, ensuring accurate and up-to-date information.
- Managed Banff's referral candidate database and provided referral ideas for searches and pipelines.
- Conducted market research to identify search and enterprise partners for outreach, partnerships, and knowledge sharing with our advisors.
- Collaborated with our executive advisors to coordinate external outreach meetings, plan initiatives, and provide updates on search and pipeline progress.
- Crafted candidate summaries with thorough research and outreach data for search pitches.
- Handled executive outreach, search progress updates, data tracking, and pipeline formation for enterprise clients as an account manager.
- Contributed to a company evaluation and market research project, answering questions on brand marketing and community development, and creating future initiatives.
- Maintained relevant spreadsheets and generated weekly reports on team performance.
- Kept Contender, Hubspot, ClickUp, and Evernote entries up to date with client information changes regularly.

Diversant/Verizon *Talent Intelligence Consultant*

Basking Ridge, NJ
October '19 to April '22

Part of a team of 10 I/O Psychologists and Data Analysts. Was contracted to Verizon's HQ.

- Reviewed and approved approximately 1000 job requisitions per month as part of a two-person team.
- Contributed to Verizon's Talent GPS initiative by conducting market research, assembling resource documentation, and creating over 220 jobs profiles.
- Collaborated with DE&I teams to develop a standardized list of inappropriate terminology for job requisitions and implemented inclusive verbiage.
- Updated the entire internal job posting library using Textio.
- Conducted daily audits to identify flagged terminology in job postings.
- Designed a data organization system to enable hiring performance reporting based on qualitative variables and generated regular reports for leaders.
- Transferred job profile data from PeopleSoft to Workday using Fuel50.
- Managed data collection, organization, and visualization using Excel/Sheets.
- Provided education and guidance to recruiters and hiring managers on compliance, brand voice, and necessary system changes.

Easterseals NJ *HR Generalist Intern*

East Brunswick,
NJ
September '18 to
December '18

Intern at ESNJ HQ for a 12-week period, supporting a team of 19 HR Professionals and managing ~850 regional employees.

- Assisted with various HR functions including recruitment, compliance, benefits, talent management, and employee data management in HRIS.
- Coordinated interviews and conducted applicant screening.
- Managed the training and certifications inbox.
- Developed a stay interview process for employees completing their training period.
- Conducted a review of employee contracts with customers.
- Facilitated open enrollment for employee benefits.
- Created reports using Excel.
- Organized employee data in BeyondPay and MS SharePoint.

EDUCATION

Rutgers University *B.A. Human Resources Management and Psychology*

New Brunswick,
NJ
Minor: Creative Writing

Technical: HRIS, CRM, Professional Conferencing Software, MS Office, Google Suite, Adobe Lightroom & Photoshop, ~85 WPM, macOS and Windows for professional use.

Abilities: Data Analysis, HR Policies, Data Entry and Manipulation, Screening, Word Processing, Spreadsheet Development, Critical Thinking,

Creativity, Process Improvement Mindset, Attention to Detail, Professional Communication, Public Speaking, Presenting to Executives, Speed Reading, Self-Organization, Ease with Computers