

SARA JONES MBA

TALENT RECRUITMENT, DEVELOPMENT & ENGAGEMENT

CONTACT

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LEADERSHIP SKILLS

- Purpose driven culture
- Value based people operations
- Empowerment
- Change Management
- Growth mindset coaching

TECHNICAL SKILLS

- Value based Talent Acquisition
- HR Analytics
- People Operations Optimization
- Strategic Compensation
- Systemic Organizational Design

SELECT ACHIEVEMENTS

- Developed “socially attuned” 30-day onboarding process; includes mentoring & short feedback loops; resulted in 50% improvement in turn-over.
- Supported rapid organizational growth by facilitating 150% growth in recruitment/hiring over three years.
- Growth Mindset Coaching of Senior Leadership leading to improved planning and execution

LANGUAGE SKILLS

- Italian (native)
- English (fluent)
- German (fluent)

I’m a leader in talent and business optimization with over twenty years of international business experience strengthening outcomes via modernization of work force recruitment, talent development, and employee engagement. I bring an in-depth approach that integrates company culture, values and visioning with relationship building and empowerment of high performance talent across major industries, including healthcare, biotech, and specialty foods. It is through this work of cultivating authentic human engagement at every touch point that helps fuel enlivened cultures and limitless success for my clients and employers.

EDUCATION & PROFESSIONAL CERTIFICATION

MBA, USC School of Business	2020
University of Southern California — Los Angeles, CA	
BA, Economics, Political and Social Sciences	1995
University of Neuchâtel – Neuchâtel, Switzerland	

PROFESSIONAL SUMMARY

Talent Manager – 2 Yrs
Talent Specialist – 5 yrs
Human Resource Generalist – 5 yrs
Managing Director – 2 yrs
Senior Business Consultant, Customer Relationship Management – 1 yr
Business Consultant, Management Control Systems – 2 yrs

CAREER PATH

Talent Manager Earthly Foods – Los Angeles, CA	2018 - Present
Talent Acquisition Specialist Human Resources Generalist Leadership Insight – Zurich, Switzerland	2013 - 2018 2007 - 2012
Managing Director, Eli Lilly (Consultant) Applied Consulting – Stuttgart, Germany	2001 - 2003
Senior Business Consultant, CRM Unit Deloitte Consulting – Zurich, Switzerland	1999 - 2000
Business Consultant, Management Control System Unit ATAG Ernst & Young (EY) – Zurich, Switzerland	1997 - 1999

PROFESSIONAL EXPERIENCE

EARTHLY FOODS – Los Angeles, CA

2018 - Present

Earthly Foods is a leading producer within the Natural Consumer Packaged Goods Food industry of 100% pure coconut oil.

Talent Manager (2020 to present)

Reporting to the HR Director, responsibilities include managing and coordinating organization-wide efforts to support ongoing strategic imperatives, including the design, development and support of talent management programs that cover talent acquisition, performance management, talent development, coaching, and data driven decision making. Oversee a staff of 3, including recruiter, sourcing agent and office administrative assistant. Budget under management is \$500K advertising and operating expenses.

Select Achievements:

- Successfully meet needs of rapidly growing organization by facilitating the hiring of 60 new positions (150% growth in people) between 2018 and 2021
- Spearheaded a new internal process for evaluating staff with more transparency, leading to an increased quality of decision making and increased retention from 76% in 2018 to 96% in 2021
- Introduced a 30-day onboarding process for new employees aimed at increasing the efficacy and quality of integration. Process includes employee centric support synched to social integration. Turnover decreased from 39% in 2019 to 15% in 2020

LEADERSHIP INSIGHT – Zurich, Switzerland

Aug 2007 - Dec 2018

Specialized start-up international healthcare consultancy supporting pharmaceutical and biotech companies prepare, launch, and commercialize their products within the European Market.

Talent Acquisition Specialist (2013 - 2018)

Reporting to the Co-Founder, was responsible for developing and implementing talent acquisition strategies to recruit junior to senior professionals specializing in Life Science and Biotech. Performed full cycle recruiting activities, including development of job descriptions and postings; conducting of interviews; feedback gathering; communication with candidates; reference checking; and extension of offers. Partnered and supported the talent acquisition team and hiring managers on effective interviewing techniques, legal compliance, talent management, diversity, and retention.

Select Achievement:

- Drew critical attention to front-end recruitment processes to improve branding, time to hire and quality of hire. Attained success by developing and implementing a 3-step interview assessment process that screened for aptitude, knowledge, skills, and values coherence

Human Resources Generalist (2007 - 2012)

Hired to strengthen the organization's HR operations, including transforming and establishing recruiting, training, employee engagement, and performance management / evaluation. Partnered in recruitment and hiring of life science and business professionals to support the company's rapid growth, with many of the individuals rising into senior leadership positions.

PROFESSIONAL EXPERIENCE (cont.)

Human Resources Generalist (cont.)

Select Achievements:

- Led initiatives that created a competency framework for each position, codified relationship management, and developed an integrated on-boarding process
- Enhanced performance and employee growth opportunities by institutionalizing regular feedback sessions and a one-to-one mentoring program for every role (except partners) based on individual strengths and business objectives

APPLIED CONSULTING – Stuttgart, German

Jan 2001 - Jan 2003

Owner and Consultant providing specialized Customer Relationship Management services for the Pharmaceutical and Biotech industry. Primary Client – Eli Lilly.

Managing Director and Company Owner

Responsible for the company business plan, cost-effective operations and market development activities. Managed staffing of the new organization, including recruiting, selecting, and retaining a broad range of specialists such as medical experts, sales & marketing executives, and training specialists across Europe.

Select Achievements:

- Developed one of the first European call centers for the prescription drug marketing in the pharmaceutical industry that provided product training and support to medical decision makers. Established HR strategy and operations for 24/7
- Organized the first team event training for the organization, bringing together 200+ professionals from 15 countries to facilitate product and soft skills training

DELOITTE CONSULTING – Zurich, Switzerland

Aug 1999 - Dec 2000

Deloitte is a global consultancy providing audit and assurance, consulting, risk and financial advisory, risk management, tax, and related services to select clients.

Senior Business Consultant, Customer Relationship Management

Reporting to the Managing Partner of Deloitte Consulting Switzerland (and serving on the Pharmaceutical and Biotech Consulting Unit) was charged with a Managing Director mandate to strengthen Deloitte's ability to serve the Swiss hospital and pharmaceutical Sector.

Select Achievement:

- Collaborated in developing an innovative, customer-centric organization for commercialization of a prescription drug in a pharmaceutical setting that led to an increase of Revenue for the specific drug at European level of 30% per year and an increased in patient's lives saved of 10%

PROFESSIONAL EXPERIENCE (cont.)

ATAG ERNST & YOUNG (EY) – Zurich, Switzerland

Oct 1997 - July 1999

EY is a global consultancy leader in assurance, consulting, strategy and transactions, and tax services.

Business Consultant, Management Control Systems

Reporting to the Partner of the Management Control System Unit, and serving as a member of the Management Control System unit, was responsible for developing financial models and budgeting tools for clients as well as recruiting and HR support.

Select Achievements:

- Delivery of Activity-based Costing to hospitals across the region enabled clients to maximize profits by strategically re-positioning specific medical procedures
- Partnered in acquiring and managing a \$600K+ budget initiative for the Swiss National Exposition in 2002

COMMUNITY SERVICE

AXIS Youth– Founding member – support Middle Schoolers in transition to High School	2018
SHRM San Diego – Volunteer in the Membership Committee and Ambassador at Events	2017
JIT for Foster Youth – Member of the Career Horizons Team	2017
FGM+ Group – Member of the Executive Team – Cultural integration support for women	2017

REFERENCES PROVIDED UPON REQUEST