

MEERA PATEL

A Senior Talent Acquisition Specialist with 10+ years of experience, specializing in diversity recruiting, HR administration, talent management, and strategic planning. A strong history of building world-class organizations centered on diversity, equity, and inclusion (DEI). Adept at coordinating with C-level executives, department leaders, and cross-functional teams.

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PROFESSIONAL EXPERIENCE

SENIOR TALENT ACQUISITION SPECIALIST

Mainline Health, San Francisco, CA
May 2016 – Present

- Lead a team of 15+ recruiters to execute diversity recruiting initiatives for the build-out of four customer care centers supporting over 300K patients
- Collaborate with the HR Department to develop and build employee resource groups and diversity council to establish an inclusive work culture and enhance employee engagement, resulting in a 25% reduction in employee turnover
- Create overarching sourcing and recruitment strategy to identify and acquire top talent, including planning and executing in-person and virtual job fair events

TALENT ACQUISITION SPECIALIST

Healthcare Talent Inc.,
San Francisco, CA
May 2011 – May 2016

- Oversaw talent acquisition for a leading recruitment agency, coordinated with HR managers, department staff, and recruiters to source candidates, and secured over 150+ qualified nurses, physicians, and healthcare staff for major west coast hospitals
- Partnered with client healthcare departments to identify organizational needs and provided recommendations to improve the efficiency of hiring cycles
- Developed job descriptions based on hospital needs, maintained applicant tracking systems (ATS), tracked candidates, and coordinated interview scheduling

EDUCATION

Bachelor of Science (B.S.) Human Resources

University of San Francisco,
San Francisco, CA
September 2007 - May 2011

KEY SKILLS

- Talent Acquisition
- Diversity Recruiting
- Organizational Development
- Diversity, Equity, and Inclusion (DEI)
- Candidate Sourcing

CERTIFICATIONS

- Senior Professional in Human Resources (SPHR), HRCI, 2016
- Associate Professional in Human Resources (aPHR), HRCI, 2011