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PROFESSIONAL SUMMARY

Results-driven professional with extensive experience in several industries. Core responsibilities include talent acquisition/recruiting 11+ Years (8 years as traditional Recruiter) with approximately 900+ varying & diverse roles filled to date ranging from C-Suite level to warehouse/operator personnel.

CORE COMPETENCIES

- Business Acumen/Leadership
- Full Cycle Recruiting & On-Boarding
- Oracle Cloud & Taleo ATS proficient
- Hiring Events & Job Fairs/Analytics
- Diversity & Inclusion Initiatives
- Continuous Improvement/Lean Principles

PROFESSIONAL EXPERIENCE

Penske Transportation Solutions

Recruiter

Warren, MI

December 2018-March 2025

- Led full cycle recruiting for various nationwide corporate locations, including IT & C- Suite level roles. Facilitated on-boarding and new hire orientation.
- Achieved top Recruiter rating within entire Penske organization (out of 146 employees) in 2021 during unique hiring initiative focused on KPIs such as total hires, meeting hiring goals, time to hire, and retention.
- Developed a corporate-wide on-site hiring event for difficult to fill facilities focusing on employer branding & streamlined interviewing. Practice adopted corporatewide.
- Placed difficult freight management & warehousing roles as part of a sourcing initiative that resulted in 39% ROI improvements. Reduced annual recruiting expenses annually for three years by 55-65% of capital investments.
- Consolidated time to fill requisition metrics by 38% average from transfer of ownership. Resulted in minimizing role filling time averages from 46 days down to 28.
- Achieved hiring goal metrics at 87% success rate. Led to 31% improvement during my new requisition ownership with new business partners.
- Facilitated achievement of corporate diversity goals by developing relationships with candidates through on/off site events, colleges, diversity organizations, and local Chamber of Commerce.
- Maintained candidate application and background check status through ATS (Oracle Cloud & Taleo). Managed risk by partnering with hiring managers on industry trends, effective compliance practices, and innovative recruiting strategies.

Inventory/Lead Clerk

Highland Park, MI

May 2016-December 2018

- Prioritized inventory logistics, cycle counting, and warehouse layout/product consolidation.
- Managed outbound Shinola warehouse workload for internal & external customers.
- Achieved 99% inventory accuracy for two annual inventories counts (location maximum score was 89% prior). Liaison for administrative duties, quality control, customer service interaction, database reporting, training, with extensive use of Microsoft 365 and AS400/eServer.

Manpower

Shelby Township, MI

July 2015-May 2016

Recruiting Assistant

- Full cycle recruiting and on-boarding for diverse roles such as Director, IT, analytical in support of various Penske Logistics locations nationwide.
- Launched 32 successful start-up locations in Penske's South-East United States Region in collaboration with senior leadership and enterprise management teams.
- Advertised openings via internet job boards while identifying ideal candidates through phone interviews and in person interviews. Maintain accurate records on applicant status in internal system (Taleo).
- Management of candidate profiles, sourcing initiatives, applicant screening, training, administrative duties, implementing offer letters, and ensuring timely completion of background checks.

City Electric Supply

Shelby Township, MI

February 2014-June 2015

Driver/Inside Sales

- Managed orders and route planning for pick-up and delivery of electrical products to meet customer industrial & residential installation projects and scheduling requirements for base and Madison Heights locations.
- Improved route efficiency by 25-30% average, lead to increased inside sales about 50-60%.
- Administered credit/cash transactions for inside sales. Managed inventory and raw material levels to ensure timely processing of customer orders for efficiency and product availability for large selection of Commercial, Residential, and industrial companies in the Greater Detroit area.

Bowen Inc.

New Baltimore, MI

August 2006 – January 2014

Team Lead/Driver

- Led incoming logistics and delivery planning to assure the most efficient delivery of packages within the route territory customers from the *Federal Express* Lake Orion, MI facility.
- Improved route efficiency by average of 28-37% over five-year span.
- On-boarding and training of route drivers.
- Route analyzation and organization, along with utilization of the FedEx computerized pocket PC scanning system to track package delivery sequencing and quality of service.
- Performed heavy customer interaction & relations during execution of package delivery.
- Recruited seasonal and replacement help.

Faurecia Corporation

Sterling Heights, MI

May 2011 - September 2011

HR Generalist (Internship)

- Supported multiple HR groups, ranging from recruiting, on-boarding, resource planning, benefits administration, new hire orientation, and HRIS system management.
- Led projects for the Faurecia Excellence System project based on continuous improvement projects and lean principles. Projects involved operator and staff driven concepts regarding cost savings in quality, safety, and workstation/process/administrative improvements.
- Improved employee incentive programs by revising processes to reward innovations while tracking performance/participation.
- Increased plant performance averages in employee empowerment program by average of 33-40%. Achieved accomplishing Top 10th percentile in Faurecia- North America Group for three-month interval (June-August)

EDUCATION

Oakland University: Bachelor of Science: Human Resources Development

Macomb Community College: Associate of Arts: Business Administration

Certifications/Other Accomplishments:

- ☐ Proficient in Microsoft Office 365 Programs, along with expert knowledge of ATS Oracle Cloud & Taleo. Learning ATS: iCIMS, Workday, Jobvite, Bullhorn.
- ☐ HSE Certification/Training (Faurecia Corp.)
- ☐ Accomplished Dean's List at Oakland University (Five semesters)