

TOSHA L. WILSON-DAVIS, MPA, MSCJ, CPRW, CEIP

Recruiting, & Career Services Professional | E-Learning & L&D Expert | Professional Writer

FORT VALLEY, GA • 478.273.0619 •

TWILSON55828@GMAIL.COM

CAREER HIGHLIGHTS

- Certified Professional Resume Writer (CPRW) & Certified Employment Interview Professional (CEIP) who is passionate about the candidate experience and making a difference.
- **Over 5 years** of recruiting experience in higher education managing up to 7-10 requisitions; experience in sourcing, tracking, and managing candidates via Silkroad ATS tracking system and LinkedIn Recruiting; familiarity with Greenhouse and Workday as an applicant.
- **16+ years** of professional writing experience including job descriptions and job offers, policy manuals, company handbooks, and proposal/solicitation documents.
- Ability to translate complex material into clear, meaningful language for diverse audiences.
- Strong track record of excellent performance in the areas of customer service, problem-solving, equity, and teamwork in a remote environment with the ability to juggle competing priorities and meet stringent deadlines.

JOB-RELATED SKILLS

High-Volume Recruiting	Empowerment & DEI-Driven
Executive Leadership & Coaching	Oral & Written Communication Skills
Consultation & Analytical Skills	Project Management
Customer-Obsessed	Extensive Work with Diverse Populations
Business & Technical Writing	Ability to Work Cross-functionally

PROFESSIONAL WORK HISTORY

Founder/President

Apr 2019 – Present

Penciled IN Résumé Writing & Career Services, LLC.

Warner Robins, GA 31088

- **Full-cycle recruitment of four team members** – drafting and submitting job description, review of resumes, interviewing, negotiations, and extending job offers
- Built a clientele of over **120+ clients** assisting with résumé development and revisions, conducting mock interviews, and performing monthly job searching and candidate matching services
- Write and edit all company articles, blogs, training aids, and company handbook
- Implemented new training and development programs for all employees related to onboarding and workplace best practices to ensure employee and client satisfaction

Technical Sourcing Recruiter (Layoff)

Feb 2022 – Dec 2022

Amazon.com, LLC

Remote

- Managed up to **30+** requisitions focused on program managers, product managers, business development managers, BIEs, and data engineers
- Worked with hiring managers, recruiting team, and leadership to streamline & revitalize recruiting pipeline, processes, and the interview processes & closed **21** roles within nine months
- Reviewed position descriptions, developed job analysis, validated qualifications, and made offers to selected candidates
- Utilized recruiting tools to include LinkedIn Recruiter, HireEZ, and Beamery
- Engaged candidates via email, LI messaging, and phone screens to determine qualifications
- Served as an advisor/consultant to hiring managers to increase diversity & equity in the recruitment strategy process

ACADEMIC TEACHING & INSTRUCTIONAL DESIGN HISTORY

Adjunct Professor of Criminal Justice & Public Administration
Aug 2017 – Present
Park University
Remote/Online Campus

Serve as SME for Criminal Justice & Public Administration | Awarded Certificate of Appreciation from Program Director – March 2020

- Facilitate 8-week (term) online criminal justice and public administration undergraduate courses in Canvas LMS containing **18-20** students per session
- Review and analyze student performance and perform necessary outreach for students falling behind
- Coordinate design and lead the execution of course facilitation using a wide range of modalities, experimental instructor-led, interactive e-learning, etc.

Online Justice Studies Department Chair & Assistant Professor
Jul 2017 – Dec 2019
Georgia Military College
Remote/Global Online Campus

Handpicked by Dean to complete full research and writing for the BAS of Homeland Security & Emergency Management proposal | Recognized in the Fall 2019 Faculty Newsletter & praised by leadership after developing a Bingo game night with online students via Zoom & Uber Conference

- **Full-cycle recruitment of 20+ diverse adjunct faculty members** - drafted job descriptions, reviewed resumes/CVs, held phone and video interviews, wrote & distributed job offers, and gathered I-9 and hiring paperwork for all selected candidates; built and maintained a network/pipeline of potential candidates through proactive research, Boolean search, LinkedIn, and Indeed.com
- **Exercised full oversight of 30+** adjuncts each term engaging in continuous evaluation to lead the team to exceptional results and retained more than **94%** of students during each term
- Performed departmental reviews, **determined various milestones for curriculum and course development projects**, and maintained information and information management systems regarding training gaps and needs for adjunct faculty
- **Delivered presentations** to leadership, SMEs, and colleagues at the annual Spring and Fall faculty assemblies
- Retained **95%** of adjunct faculty and completed full development of **13** new courses in **5** discipline areas implementing Zoom office hours and interactive assignments to increase student comprehension and engagement

Adjunct Professor of Criminal Justice & Political Science
Aug 2012 – Jul 2017
Georgia Military College
Remote/Global Online Campus

- Facilitated **150+** online 8-week criminal justice and political science courses with up to **28** students per course
- Selected by Dean and Department Chair to serve as SME and course developer for three criminal justice courses – Criminal Procedures (CRJ 103), Juvenile Delinquency (CRJ 104), and Ethics in Criminal Justice (CRJ 204) and created new content to refresh older courses
- Prepared students for assessments and provided meaningful grading/performance feedback
- Collaborated with success coaches to engage assistance in increasing student participation and success

OTHER NOTABLE ADJUNCT TEACHING POSITIONS

- **MPA Faculty Liaison, Tulane University, Remote, Oct 2020 – Dec 2020**
 - Engaged in all phases of course development including the creation of assignments, exams, and videos for graduate-level Public Administration courses
 - Lead instructional design reviews with SMEs and the Director of Instructional Design to ensure course compliance and accuracy
 - Created milestone dates for each phase of the course creation lifecycle and updated leadership on the status of course issues and release dates

Various Learning Management Systems (LMS) - Moodle, Canvas, Adobe, and Blackboard - Expert

Conferencing Software - Zoom (Host & Facilitation), MTeams, Google Meet -Expert, and Hubspot

Microsoft Suite - Word, PowerPoint, Excel, and Outlook - Expert

Government Contract Management - PD2,R2M, APPIAS, MOCAS, SAM, FedBizOpps

Marketing - MS Publisher & Canva

PROFESSIONAL CERTIFICATIONS & PUBLICATIONS

Title of Certification Publication Licensure	Month/Year Received Published	Awarding Agency Publishing Company
Diversity, Equity, and Inclusion (DEI) in the Workplace Certification	November 2021	University of South Florida Muma College of Business (Online)
Certified Employment Interview Professional (CEIP)	October 2021	Professional Association of Résumé Writers & Career Coaches
Certified Writing Intensive Course Instructor	September 2021	Park University
Certified Professional RésuméWriter (CPRW)	October 2019	Professional Association of Résumé Writers & Career Coaches (PARW/CC)
Level I Program Management Certification (DAWIA)	May 2012	Department of the Air Force Defense Acquisition University (DAU)
Level I Government Contracting Certification (DAWIA)	August 2011	Department of the Air Force Defense Acquisition University (DAU)
<u>PUBLICATIONS</u>		
How I Used My Lows to Lift Me Not Limit Me: Becoming a Hard-boiled Egg – A Tough Shell to Crack	April 2021	Author: Tosha Wilson-Davis Self-Published

EDUCATION

Master of Science in Criminal Justice Troy University, Troy, AL (Online Campus)

Master of Public Administration (Government Contracting) Troy University, Troy, AL

Bachelor of Arts – Criminal Justice Augusta State University, Augusta, GA

Bachelor of Arts – Sociology Augusta State University, Augusta, GA