Matt Fox

mattrobertfox@gmail.com | (540) 470-8874 | Las Vegas, NV | [LinkedIn](#) / [GitHub](#) / [Portfolio](#)

WORK EXPERIENCE

bSwift   September 2023 – Present
Operations Analyst II   Remote

- **Drove significant efficiency gains** by developing a custom Salesforce Enhancement Suite Chrome extension, which streamlined workflows and improved task prioritization for a team of 8 users.

- **Engineered automated solutions** with Power Automate, ensuring real-time team access to critical reports and notifications through automated SharePoint saving for 3 departments.

- **Elevated team productivity** by optimizing training and documentation, enabling an offshore team of 20 to manage routine tasks and empowering internal resources to focus on complex, high-value work.

- **Revolutionized audit processes** by transitioning to query-based data extraction and automated reporting, substantially reducing manual effort and bolstering data reliability for daily and weekly audits.

The San Francisco Giants   October 2022 – April 2023
Senior Recruiter (Seasonal)   Remote

- **Drove recruitment success**, surpassing targets by hiring over 30 part-time employees in collaboration with Talent Acquisition leadership for 3 departments.

- **Optimized the candidate journey** by owning end-to-end recruitment operations, including sourcing, screening, scheduling, and offer negotiation for 10+ candidates a month.

- **Improved data integrity and recruitment tracking** by coordinating the resolution of Workday and Greenhouse ATS integration issues, impacting 5 recruiters.

TalentHerder   October 2021 – January 2023
Senior Technical Recruiter   Remote

- **Improved internal software and Chrome extensions** by acting as a pseudo-product manager, gathering stakeholder requirements, identifying bugs, and coordinating solutions with third-party developers.

- **Boosted team productivity** through the development and maintenance of custom Chrome extensions (JavaScript, HTML, CSS) that automated and optimized recruiting workflows for a team of 10 recruiters.

- **Mitigated critical email deliverability issues** and preserved domain reputation by resolving infrastructure problems related to SMTP configuration, DNS records, and email security protocols, impacting the thousands of emails sent weekly. This resulted in a 99% deliverability rate.

- **Supported organizational enablement** by delivering training on internal tools and operational best practices while advising junior staff on workflow efficiency (documentation in Notion). Improved workflow efficiency by 25%.

Bit Complete Inc.   **August 2020 – October 2021**
Recruiting and Business Operations Consultant   Remote

- **Streamlined onboarding and offboarding** for 5 clients, 3 employees, and 2 contractors, ensuring seamless integration into internal systems (e.g., accounting, HR) and automating processes with Zapier.

- **Optimized core operational workflows**, including payroll for 20 employees, account reconciliation for 5 accounts, and month-end invoicing for 10 clients, to ensure accuracy and timeliness.

- **Enhanced internal documentation and data collection** by designing and implementing custom forms for reference requests, candidate experience surveys, and exit interviews, used by 2 co-founder stakeholders.

- **Contributed to equitable pay practices** and aligned with organizational budgeting by establishing salary bands and maintaining comprehensive compensation records for a workforce of 20 employees.

Edmunds.com   **April 2018 – January 2020**
Recruiter   Santa Monica, CA

- **Accelerated career progression**, earning a promotion from Technical Sourcer to Recruiter within a year due to exceptional performance and initiative.

- **Enhanced operational efficiency** for marketing and client services by managing a database of 20,000+ contacts and providing critical support to ensure uninterrupted workflow continuity.

- **Drove targeted marketing campaigns and optimized execution** by programming and scheduling 10 monthly outbound emails in Marketo (including HTML/CSS formatting and CSV segmentation), ensuring brand alignment and on-time delivery.

Thumbtack   **June 2017 – March 2018**
Technical Sourcer   San Francisco, CA

- **Boosted productivity by 50%** on repeatable sourcing tasks by designing and building two custom Chrome extensions, AutoSourcer and Diversity Sourcer, for LinkedIn automation, supporting a team of 3 sourcers and 7 recruiters.

- **Optimized sourcing operations** through the implementation of Beamery, partnering with Recruiting Leadership to identify workflow gaps, resolve data migration issues, and align tool capabilities with strategic needs, impacting all sourcing workflows for a mixed team of 10 recruiters, and sourcers.

- **Drove long-term process efficiency** and showcased self-taught technical skills by integrating JavaScript, HTML/CSS, and Google Sheets APIs to streamline sourcing workflows (using Airtable as a backend) for 5 daily tasks.

EDUCATION

James Madison University   **2014**
Bachelor of Science, Sociology   Harrisonburg, VA
- Minor: Political Science

CERTIFICATIONS
- **Certifications:** CompTIA A+, Expires 2027, Credential ID: MSGHQRP6KNQEQEG4