

Michael Bertsch

New Berlin, WI

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Skills

Illustration and Design
Interviewing
Strong Communication
Problem Solving
Time Management

Technical

WorkDay
Microsoft Office
Procreate
Adobe Creative Suite

Education

Art Institute of California – Los Angeles
Bachelors – Media Arts and
Animation
Mar 2009

Trainings

Diversity and Inclusion - Certified
Introduction to OFCCP Compliance
Emotional Intelligence
Sourcing Tech & Tools

Awards

HITOP Award – High Performing
- Received for Excellence in Q3 2018

Experience

Cielo

Recruiter

Apr 2024 – Current

- Support multiple clients such as ASML, Cornerstone Building Brands
- Full-cycle recruiting
- Conduct intake meetings with hiring managers
- Source, screen and schedule candidates
- Partner with local HR from intake through orientation

Cielo

Recruitment Specialist

Jan 2019 – Apr 2024

- Support high volume team of Collins Aerospace, ASML, Asurion and other clients across multiple sectors and industries
- Review candidate resumes against minimum qualifications and disposition accordingly
- Source candidates via LinkedIn, Sky/CareerBuilder, and Indeed

Cielo

Interview Specialist

Mar 2018 – Jan 2019

- Support two high volume teams; UTAS and Asurion
- Conduct between 12-14 30-minute phone interviews daily, document candidate responses, and screen candidates in or out based on specific position requirements
- Verified required documents, such as resumes and assessments, were provided; reached out to candidate to coordinate next steps of the interview process
- Track time usage for accountability purposes and consistently exceed expectation of 90% productivity

Pizza Hut New Berlin – 013477

Assistant Manager

Mar 2015 – Mar 2018

- Manage daily operations of the restaurant
- Execute daily and weekly inventory, quarterly P&L reconciliations
- Interview, hire and train new team members

iNET

Illustrator/Designer

July 2015 – Dec 2015

- Design and create assets for use in production of video
- Preproduction design – concept art, storyboards
- Assist in video production – filming, photography, lighting
- Post-production – color correction, editing, motion design