

# James Merson

4200 Park Blvd. # 140 • Oakland, CA 94602 510.482.3379

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## Experience

Maxim Healthcare Services, Emeryville, CA

Accounts Manager

- Interviewed and hired more than 15 office staff to manage over 200 field personnel.
- Managed Customer Service and QA on weekly and quarterly basis for current and past clients.
- Developed annual operating budget under direction of Governing Body, Regional Controller and Vice President.
- Organized representatives from Agency, Governing Body, and community to review programs on annual basis with quarterly meetings for updates.
- Organized weekly meetings among office staff to educate towards changing needs and upcoming goals or events.
- Maintained current and accurate marketing and educational material for distribution to prospective and current clients, healthcare persons, and other community services.

Maxim Healthcare Services, Emeryville, CA

Senior Recruiter

- Managed team of Recruiters in meeting staffing requirements of 40 clients equivalent to more than 2000 hours or work weekly.
- Supervised and completed more than 15 client start-ups.
- Directed HR, billing, payroll, benefits functions for over 100 licensed workers.

## Education

Cal Poly State University, San Luis Obispo, CA

- B.S. Industrial Technology, College of Business
- Graduated Magna Cum Laude.

2007-Present

Cal State East Bay

Hayward, CA

- In pursuit of Master's Degree in Business Administration.

## Other Skills

- Certified CPR and First Aid Instructor.