

THOMAS J. HANNON

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Work Experience:

Prolink

November 2022 – April 2024

Compliance Onboarding Specialist I

- Audited, organized, and maintained compliance documentation for travel healthcare professionals including I-9 verification, copies of ID's, immunization records, and certifications
- Facilitated drug-testing, immunizations, and verified background checks
- Continually communicated with travel healthcare professionals to ensure compliance was completed in a timely manner
- Traveled onsite as needed to assist travel healthcare professionals compliance and on-boarding
- Demonstrated flexibility by working with various client requirements

Healthcare Recruiter

August 2022 – November 2022

- Identified and recruited qualified healthcare professionals for short-term assignments
- Created a world class experience for travel healthcare professionals through initiating contact, maintaining rapport, and providing extraordinary customer service
- Met and exceeded daily and weekly metrics to continue to grow client-base

Hudson Companies

August 2021 – August 2022

Leasing Manager

- Guided apartment tours with prospects, answered questions, and conveyed the value of the property
- Grew occupancy at Lebanon Vue from 86% to 96%, exceeding a 35% closing ratio
- Assisted the Property Manager with the smooth running of multiple commercial properties
- Conducted market surveys of competing properties and recommended adjustments in pricing
- Utilized RealPage to create daily and weekly leasing reports detailing the sales cycle progress
- Completed leases and lease applications, plus maintained resident records and files

Highmark Health

January 2020 – August 2021

Project Manager, Marketing Operations and Workforce Development

- Audited static digital assets using Workfront
- Tracked the performance of digital marketing assets
- Trained over 150 general users
- Instructed 25 additional authorized users for system growth and expansion
- Collaborated with internal and external stakeholders to manage their creative assets and improve processes
- Established as the subject matter expert for the digital asset management system
- Onboarded new employees to the MX Department by facilitating the New Hire Welcome Session

Education:

Duquesne University - Palumbo Donahue School of Business, Pittsburgh, PA

Graduation: December 2019

Bachelor of Science in Business Administration

- Undergraduate Major: Business Management
- Minor: Political Science

Skills:

Adobe Acrobat, Microsoft Office, Business Analysis, Project Management, Attention to Detail, Interpersonal, Problem-Solving, Teamwork, Relationship-Building, Documentation, Time Management, Conflict Management