



MARY WALKER

Profile

I am a highly effective and seasoned professional with over 15 years of experience in the public sector and 10 years in the private industry. I excel in customer service, data entry, personnel functions, hospitality management, and meeting and event planning. With over 8 years in Public Sector HR and 2 years in recruitment. I bring a proven track record of success and a strong commitment to delivering results.

EXPERIENCE

ADMINISTRATIVE ASSISTANT TO DEPUTY CHIEF

Franklin County Sheriff's Office
Recruitment, Background and Diversity, Equity and Inclusion

December 2022 - Present

- Research and analyze programs, procedures, and policies.
- Develop project proposals and program plans.
- Provide technical advice to the Chief to support decision-making.
- Serve as a liaison between the Chief and subordinates.
- Communicate decisions and directives.
- Update and create new website content, including managing all software for the division.
- Prepare and administer the divisional budget.
- Perform functions related to community engagement, diversity, equity, and inclusion; hiring and selection; background investigations; public affairs; professional development; recruitment; and branding.
- Carry out public relations duties, including researching and responding to inquiries and complaints.
- Write position papers and reports.
- Coordinate specific auxiliary functions that fall under the authority of the Chief Deputy.

 740-739-3040

 mmwalker021@gmail.com

 1094 Oxford Dr N, Pataskala OH

EDUCATION

ASSOCIATES OF APPLIED SCIENCE HOSPITALITY MANAGEMENT & EVENT PLANNING

Columbus State Community College
2007

HONOR

ETA SIGMA DELTA HOSPITALITY HONOR SOCIETY

Columbus State Community College
2007

LICENSES

OHIO NOTARY PUBLIC

Commission expires August 2028



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EXPERIENCE

PERSONNEL BOARD OF REVIEW

City of Pataskala

March 2021 - December 2024

- Reviews and approves new and updated job describes.
- Reviews applications provide by City of Pataskala departments for open positions.

PERSONNEL OFFICER

Franklin County Sheriff's Office
Human Resources

May 2016 - December 2022

- Take charge of personnel functions, including office administration, conducting interviews, performing background checks, hiring top talent, maintaining employee files, addressing public records requests, and effectively onboarding new staff.
- Spearhead updates to hiring practices and interview processes, and implement new software to optimize the interview experience. Maintain and enhance the FCSO HR and recruiting website.
- Oversee internal job postings and transfers, and ensure the timely completion of end-of-year tasks.
- Develop innovative recruitment programs, actively source and hire qualified candidates, and lead the creation of strategic recruitment proposals. Take the lead as Recruiter Team Lead by organizing events and managing materials.
- Drive the creation of impactful media campaigns for recruitment, including brochures, eBooks, posters, slideshows, and videos.

SKILLS

- Business & Public Administration
 - Employee Training & Development
 - Public Relations
 - Organization
 - Multitasking
 - Talent Management
 - Pre-Employment Screening
 - Recruitment
 - Training & Development
 - Advanced Microsoft
 - Intermediate Adobe InDesign, Photoshop and Adobe Pro
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