

**Kenneth W. Sanders Jr.**  
(810) 841-1778  
[kwsanders@crimson.ua.edu](mailto:kwsanders@crimson.ua.edu)

## **Education**

- **The University of Alabama** (August 2013 - August 2016)
  - Human Environmental Sciences: Bachelor's Degree

## **Employment**

- **Biewer Lumber – All Locations HR Manager, (Corporate Recruiter)** (June 2024 – present)
  - Coordinate open positions & post job openings for 7 locations
  - Monitor the full cycle recruiting process for effectiveness at all locations
  - Attend recruiting & plan/attend hiring events
  - Collaborate with sites to schedule skilled trades and professional interviews
  - Connect with colleges from 5 states for career fairs during the calendar year
  - Travel site to site for updates, HR check-ins, and recruiting needs
  
- **CoralTree Residences Collection – Snowmass and Vail People Services Generalist, CO** (January 2023 – June 2024)
  - Work with ADP, Taleo, E-Verify, Interexchange, LinkedIn, Microsoft Office & Suite, Indeed, iCIMS, UKG, UKG Pro, J-1 Sponsorship systems, and HireRight
  - Schedule and perform all new hire processing according to CoralTree Onboarding
  - Work with the Assistant and Director of People Services, CO during new hire orientation
  - Responsible for all recruitment and pre-screening selection practices for all positions
  - Benefit enrollment practices for all positions
  - Responsible for reporting all payroll duties and tasks in a timely manner
  - Create and produce reports as required or requested
  - Handled on-site housing discussions, and leases
  - Confirm background checks were completed
  - Recruit for 7-14 seasonal and all year-round properties in Snowmass and Vail
  - Manage the recruiting budget
  - Issue offer letters, and discuss pay ranges for all positions
  - Develop job descriptions and post positions in recruiting platforms
  
- **Aspen Hope Center Intake Coordinator and Scheduler** (November 2018 – December 2022)
  - Schedule psychotherapy appointments for therapists in our entity
  - First on the phones M-F on our 24-hour crisis line
  - Handle all incoming paperwork from clients and businesses, also handled all faxes for our entity
  - Take care of all office duties as in purchase supplies for building, including office supplies, changing door lock codes when needed
  - Gathered I9 documents for new hires

**References Available Upon Request**