

Carly J. Smyly

(616) 648-1272 | carlysmly@gmail.com | www.linkedin.com/in/carlyjsmyly

Career Highlights

An enthusiastic manager, strategist, and developer of people who is recognized for being a positive change agent and intentionally cultivating partnerships with colleagues and clients. A visionary leader who is highly skilled at developing talent, cultivating leaders, building teams, and achieving synergy between the employee experience and organizational values.

- 15 years of experience managing and building teams
- Certified practitioner in multiple assessment tools
- Created and implemented over 250 hours of on-boarding and experience-based training content aligning employees to the organization's vision, mission, and culture
- 40% decrease in on-boarding time for new employees by designing a systematized, interactive training experience

Experience

Executive Recruiter + Talent Architect | Palladian West - Grand Rapids, MI | Oct. 2019 to Now
Partner to organizations seeking services in executive search, team architecture, and talent strategy through full-cycle recruitment and talent optimization across industries including IT Consulting, Behavioral & Mental Health, Commercial Interiors, Non-profit, Manufacturing.

- Partner with organizations to hire and optimize talent utilizing The Predictive Index
- Co-manage and implement full-cycle recruitment process for variety of positions, i.e., sales executives, clinicians, managers, vice presidents, and C-suite executives
- Facilitate talent optimization workshops virtually and in-person

Associate Director | Azusa Pacific University - Azusa, CA | Feb. 2018 to Sept. 2019
Manager of cross-functional customer service team, emergency preparedness and safety, customer experience, employee development, synergy of business unit mid-level leadership.

- Revamped the front of house team culture and procedure manual
- Led project team to launch a customer service management tool
- Designed and developed learning and development workshops for 200+ employees

Assistant Director | Azusa Pacific University - Azusa, CA | Jan. 2016 to Feb. 2018
Collaborative leadership of graduate and professional admissions recruitment strategies and employees; oversight of department learning and cohesion; maintenance of full student roster; partner with IT to build and launch new online applications for prospective students.

- Designed effective new employee training process decreasing on-boarding time by 40%
- Built and developed customized reports and analytics for admissions recruitment team
- Coordinated over 85 recruitment events annually

Director | Forest Home, Inc. - Forest Falls, CA | Jul. 2013 to Dec. 2015
Strategic, visionary leader and creator of a new revenue-generating business unit with proven long-term success, coordinator of travel logistics throughout 15 weeks, partner with community-based organizations to facilitate the program.

- Designed, implemented, and managed sales and marketing campaigns exceeding targets by 40%
- Recruited, hired, trained, and managed traveling summer staff team of 50+ employees
- Prepared and managed 7-figure operating and capital budget

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Experience (continued)

Director | Burbank Presbyterian Church - Burbank, CA | Jun. 2011 to Jul. 2013
Creator and manager of all print, website, and social media publications; collaborator with external designer to create a new logo and website; Co-leader of youth programs.

- Planned and implemented a fundraiser banquet raising over \$10,000
- Coordinated, trained, and led volunteers

Projects Coordinator | Forest Home, Inc. - Forest Falls, CA | Feb. 2009 to Jun. 2011
Manager of all marketing and communications projects; copywriter and editor for publications, promotions, fundraising, and advertising; strategic partner with leaders of all business units for internal and external communication.

- Coordinated a team of 4 designers and 3 media specialists
- Drove production of 500+ digital, print, and multimedia projects annually

Director & Staff Recruiter | SpringHill - Ewart, MI | Sept. 2004 to Feb. 2009
Top seasonal staff recruiter, developer and implementer of programs, and enthusiastic leader inspiring employees to be mission-driven and mission-effective.

- Recruited, interviewed, and hired 200+ seasonal staff each year
- Facilitated on-boarding and training sessions for 500+ leaders, staff, and volunteers

Education

MS in Organizational Psychology | Azusa Pacific University - Azusa, CA | May 2019
Thesis: "Whistle While You Work: How Play Impacts Work Engagement"

MA in Theology & Ministry | Fuller Theological Seminary - Pasadena, CA | June 2013
Emphasis in youth, family, and culture

BA in Rhetoric & Communications | Calvin College - Grand Rapids, MI | Apr. 2004
Studied abroad in Honduras

Certifications

Predictive Index Consultant

The Predictive Index - Westwood, MA | Expires September 2023

LEGO® SERIOUS PLAY® Certified Facilitator

The Association of Master Trainers - Frederiksberg, Denmark | Completed August 2019

MBTI Practitioner (educationally eligible)

Azusa Pacific University - Azusa, CA | Completed May 2019

Connective Leadership Institute Certified Associate

Connective Leadership Institute - Pasadena, CA | Expires 2022