

# Ana Artiaga

## PROFESSIONAL SUMMARY

Results-oriented **Engineer** with over 5 years of experience successfully transitioning into roles as a **Program Manager** and **Recruiter**. Demonstrated expertise in leading cross-functional teams, executing strategic plans, and ensuring successful project delivery. Proficient in stakeholder engagement, budget management, and data-driven decision-making. Exceptional bilingual communicator skilled in representing organizations across diverse media and public forums. Committed to driving innovation in the technology and federal sectors, with a long-term vision of becoming a leader who allocates resources to support equitable community-based programs advocating for social justice.

## AREAS OF EXPERTISE

Project Management | Leadership and Team Management | Operational Efficiency | Data Analysis and Reporting  
Recruitment and Talent Acquisition | Communication and Presentation | Cultural and Community Engagement

## TECHNICAL EXPERIENCE

**Microsoft Chicago, IL April 2024 – Present *Talent Continuum PMO Program Coordinator 5, HR Digital Transformation (HRS)***

- Manage project and resource demands across 7+ workstreams, Change Management core team member, and create tools (decks, spreadsheets, newsletters, listservs, Viva Insights) for enhanced project status awareness
- Coordinate Management Information (MI) to ensure effective PMO communication and adherence to Project Governance controls for team and key partners like: Human Resources, Global Talent Acquisition, Microsoft Diagnostic engineering team, Microsoft Corporate, External, and Legal Affairs (CELA) team, Consulting (Accenture and Eightfold)
- Participate in virtual/on-site forums, boards, and design sessions to improve project efficiency and promote diverse and inclusive solutions revolving around AI integration

**Program Manager, Global Talent Acquisition (GTA) April 2023 – July 2023** • Managed event operations and hiring process scaling developments for 10+ cross-country Data Center sites; led daily/weekly/ad hoc meetings as main point of contact with Sourcers, Schedulers, Recruiters, Hiring Managers and other stakeholders • Created improvement project plans and daily status reports for Sr. Talent Managers and Directors including KPIs as candidate funnel, interviewer outcomes, and data insights (60% submit to offer avg) leveraging advanced tools such as PowerBI and iCIMS • Co-Chair and Co-Founder of *Talento*, a 30+ member Latinx/Hispanic based employee group executing professional development, cultural exposure, and community engagement initiatives within HR/Talent Acquisition

**Technical Recruiter, Engineering Talent Acquisition (ETA) August 2021 – July 2023** • Specialized Azure closing recruiter holding ~20+ reqs at once for Software Engineering, Program Management, University and D&I (i.e., service members and veterans, women, Latinx) roles with an above average 70% acceptance rate with a 2.3-day SLA • Subject matter expert on employee benefits, stock and salary structures, performance leveling, visa sponsorships • Led debriefer training and debriefs supporting final hiring decisions involving HMs, Interviewers, Recruiters, and Talent Sourcers • Led bi-weekly processes meetings for 60+ recruiters; presented workshops for ETA at large (500+ attendees) quarterly • Onboarded new hires (Recruiters/Contingent Workers) on all tools, processes, negotiations, while providing growth opportunities

**Facebook Austin, TX December 2019 – April 2021 *Technical Sourcer, CoreSWE NORAM***

- Specialized in building the GenSWE Product/Infrastructure talent pipeline for IC5/IC6 senior full-stack and back-end engineers
- Supported ML, Android, iOS, Front-end Engineering, and Network Generalist (~30 reqs)
- Helped facilitate diversity meetings, sourced an above average 37%+ under-represented candidates during H2-2020 • Identified internal ATS improvements, leverage sourcing tools such as ATS, Boolean strings, LinkedIn, Github, Entelo, Seekout • Engaged and prepared 900+ candidates in cross collaboration with Coordinators, Recruiters, Engineers and Hiring Managers • Promoted Facebook opportunities, culture, and work environment in alignment with positive candidate experience

**Hispanic Heritage Foundation Chicago, IL/Washington, DC January 2019 – April 2022 *Program Manager, Code as a Second Language (CSL) en Español***

- Responsible for development and delivery of the first USA Spanish- language K12 coding curriculum for U.S. public schools • Worked with high profile stakeholders/celebrities, lobbied government agencies, and coordinated/recruited with school districts at-large (~5,000 students - English language learners)
- Managed budget, multi-state grant deliverables and maintain good sponsor relationships with Infosys Foundation USA • Technical assurance lead on all curriculum translations, teacher professional development + Tynker user interface platform • Provided Fortune 500 partner programming support to Code as a Second Language, English based program that introduces youth

to computer science in over 70 markets; provided talent sourcing support via foundation network

- Represented organization on various media outlets and conferences highlighting importance of computer science education

**Dept of Mathematics, Science and Technology – UIUC Champaign, IL October 2015 – August 2018 *Lead Research Assistant, NSF CAREER: Noticing and Using Students' Prior Knowledge in Problem-based Instruction (NUSPK) project*** • Trained and oversaw the management of classroom discussion transcription videos for a 9-person undergraduate team • Organized 200+ hours of research data for analysis to support curriculum design and delivery

**Department of Psychology – UIUC Champaign, IL August 2014 – May 2015 *Research Assistant, ACCESS Initiative of Champaign County***

- Performed 50+ bilingual community interviews and database management in order to aid youth and families in need of educational, juvenile justice, human service and child welfare services
- Scheduled public research meetings and handled payments on a weekly basis
- Primary coder for archived cases into a national psychology database, conducted cross checks and kept track of discrepancies

## EDUCATION

**Northwestern University December 2023 *Kellogg School Center for Nonprofit Management, Board Leadership Institute Program via United Way***

**University of Texas at Austin May 2020 *Project Management Certificate Program, Senior Project Manager***  
35 PDUs + 4.80 CEUs, March 2020 | PMP® Expected: November 2024

**University of Illinois at Urbana-Champaign (UIUC) August 2018 *Bachelor of Science in Agricultural and Biological Engineering, Engineering for Social Justice Scholar***

## LEADERSHIP EXPERIENCE

**Congressional Hispanic Caucus Institute (CHCI) Alumni Association**

*Treasurer, Chicago Regional Chapter Officer Chicago, IL January 2021 – Present* • Handle all chapter finances, budget, efficiently track expenses; increase and maintain sponsorships + partnerships • Serve as CHCI Alumni Ambassador to increase engagement of CHCI Alumni while contributing to and improving CHCI's brand in the Chicagoland area

*Congressional Intern, U.S. House of Representatives Washington, DC June 2017 – August 2017* • Attended technology/higher education hearings and briefings (avg. 2/week) in place of congressional staff, composed memoranda, and researched legislation to be used by the Office of Congressman Luis Gutierrez-Illinois 4<sup>th</sup> District • Led mass phone calls to constituents (avg. 100/day) regarding DACA and voter registration, answered calls (avg. 40/day), voice mails, emails and correspondence

**Champaign Unit School District 4 Champaign, IL March 2018 – Present *Non-English Language Interpreter***

- Provide on call interpreter and document translator services for a district whom serves 70+ non-English linguistic backgrounds
- Interpret between Spanish and English for parents, students, and teachers on a one-on-one basis in public meetings

**National Museum of the American Latino Washington, DC/ Chicago, IL June 2013 – Present *Young Ambassador/ Alumni Network Advisor/ Speaker***

- Lead workshops on: Artificial Intelligence, coding, LinkedIn building; support professional development of ambassadors • Serve as a resource for incoming ambassadors and planned a 10th anniversary celebratory/academic 1-week event • Taught Mexican folkloric dance, yoga and art to 25 students, ages 6-12, over 4 weeks at the National Museum of Mexican Fine Art

**Colorwave Chicago, IL/Remote May 2021 – June 2021 *Fellow, Cohort #2***

- Participated in an 8-week fellowship designed to help Black, Latinx, and Native professionals transition to roles at high-growth startups while leading a 5-person accountability group
- Engaged in a speaking series featuring leaders in the start-up/ VC space

**Society of Hispanic Professional Engineers (SHPE) – Austin Austin, TX January 2020 – June 2020 *Officer Board Member***

- Participated in monthly meeting with board members and executive board; identified year-round events for general membership
- Main point of contact for SHPE-Austin's community high school scholarship

## Certifications, Achievements, & Awards

Microsoft Power BI Data Analyst Professional Certification (PL-300) Present – August 2024 Six Sigma Green Belt™ Certification (CSSGB™) March 2024 National Career Readiness Certificate, Joliet Junior College February 2024 Workday Basics, Workday Beyond Basics September 2023 Salesforce Talent Alliance Career Cohorts (Talent with Disabilities) July 2023 LAWbound® LatinoJustice PRLDEF Scholar August 2022 Multicultural Leadership Academy of Will County Community Leader March 2021

