

Jason Hunter

Senior Recruiter | Full-Cycle Technical & Executive Recruiting | Talent Acquisition & People Operations | MBA | U.S. Army Veteran

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Professional Summary

HR, talent acquisition and operations leader with 10+ years of experience building teams, hiring at scale and running people operations in enterprise, agency and regulated healthcare environments. Co-founded and direct a DODD-certified Medicaid waiver agency, owning the full employee lifecycle, including recruiting, onboarding, credentialing, payroll, scheduling, employee relations, policy and compliance. Founder of a contingency and retained search firm placing IT, Cybersecurity, Healthcare, executive and G&A talent. Former Technical Recruiting Consultant at Amazon/Ring, carrying 15+ concurrent requisitions and sourcing ~2,500 candidates a month. Trusted advisor to hiring managers and executives on workforce planning, search strategy and retention. MBA in Project Management, B.A. in Psychology and U.S. Army combat veteran.

Core Competencies

Talent Acquisition: Full-Cycle Recruiting, Executive & C-Level Search, Technical Recruiting (Engineering, IT, Cybersecurity, Data, Product), G&A Recruiting (Finance, Accounting, Legal, People, Operations), Healthcare Recruiting, High-Volume Hiring, Passive Candidate Sourcing, Boolean & X-Ray Search, Talent Mapping, Intake & Role Calibration, Structured Interviewing, Offer Negotiation & Close, Candidate Experience, Employer Branding, Recruiting Metrics & Funnel Reporting

Human Resources & People Operations: HR Management, Employee Lifecycle, Onboarding & Credentialing, Employee Relations, Performance Management, Retention Strategy, Training & Development, Payroll & Benefits Administration, Policy, Handbook & SOP Development, HR Compliance & Audit Readiness (Medicaid, DODD, HIPAA, WIOA), Workforce Planning, Scheduling & Coverage

Management & Leadership: Team Leadership & Supervision, Operations Management, Program & Project Management, Process Improvement, Hiring Manager & Executive Partnership, Stakeholder Management, Vendor & Agency Partnerships, Budget & Cost Control, KPI Tracking, Change Management, Veteran Hiring & Workforce Development

ATS / HRIS / Payroll: Workday, iCIMS, Bullhorn, Taleo, ADP RUN, Brittco EVV

Sourcing & Outreach: LinkedIn Recruiter, LinkedIn Sales Navigator, Apollo.io, Dripify, Indeed, ZipRecruiter, Boolean/X-ray search, AI-assisted sourcing

Business Systems: ServiceNow (ITSM, PPM), HubSpot, Monday.com, Google Workspace, Slack, Zapier

Professional Experience

Safe Haven Home Care, LLC

Co-Founder & Director of Operations (HR & People Operations)

Jan 2023 – Present

Greater Cincinnati, OH

- Co-founded and scaled a DODD-certified Ohio Medicaid waiver agency to ~\$250K in 2025 revenue, serving up to 15 active clients across multiple counties with a workforce of up to 10 direct support professionals.
- Own the full HR function, including full-cycle recruiting, structured interviews, background checks, onboarding, credentialing, payroll (ADP RUN), scheduling, employee relations, performance expectations and offboarding.
- Built the hiring, onboarding and credentialing process from scratch, cutting new-hire time-to-productive from 3 weeks to under 10 days.
- Wrote the Employee Handbook, Policies & Procedures Manual and service-delivery SOPs covering eight Medicaid waiver service lines.
- Achieved 100% compliance on all 43 DODD Agency Compliance Review items with zero findings; led recertification by coordinating policies, workforce records and financial documentation.
- Reduced payroll errors by 25% and administrative overhead by ~\$18K a year by redesigning HR, billing and scheduling workflows.
- Held annual turnover below the Ohio home care industry average (~40%) through training, clear performance expectations and retention-focused hiring.
- Automated call-off and shift-coverage workflows with Google Forms, Slack and Zapier, improving coverage confirmation and continuity of care.
- Serve as the primary liaison to Ohio DODD, county boards, support administrators, referral partners, employees and families, maintaining 95%+ client and family satisfaction.

Talent Ninja, LLC**Oct 2024 – Present***Founder & Lead Recruiter**Greater Cincinnati, OH (Remote)*

- Founded and run a veteran-owned contingency and retained search firm specializing in IT, Cybersecurity and Healthcare, plus executive, finance and accounting searches; lead full-cycle recruiting from intake through accepted offer.
- Make 10–15 placements a year, including engineers, IT and security talent, RNs, CNAs and DSPs, in roles ranging from \$45K to \$130K, generating \$80K–\$120K in annual fee revenue as a solo operator.
- Partner with 10–15 healthcare agencies, MSPs and provider networks on workforce planning, onboarding design and retention, helping clients reduce turnover by ~20% through fit-focused matching.
- Built the firm's recruiting infrastructure, including ATS/CRM workflows, market research, LinkedIn Sales Navigator, Apollo.io and Dripify outreach sequences, and AI-assisted sourcing to support multiple concurrent searches.
- Negotiate 20% contingency fee agreements, manage invoicing and receivables, and maintain near-zero bad debt through disciplined client vetting.
- Provide paid career services for job seekers, including résumé writing, interview preparation and career coaching.

Snowfox Solutions**Feb 2023 – Jan 2024***ServiceNow Consultant & Business Analyst**Blue Ash, OH*

- Led requirements gathering, stakeholder workshops, process mapping and UAT coordination for enterprise ServiceNow ITSM and PPM implementations.
- Delivered end-user training, SOPs and post-go-live support that drove adoption and standardized execution across business and technical teams.

Amazon & Ring (Contract)**Feb 2022 – Oct 2022***Technical Recruiting Consultant**Remote*

- Managed 15+ concurrent high-priority technical requisitions supporting aggressive engineering and operations headcount goals.
- Sourced and screened ~2,500 candidates a month using LinkedIn Recruiter and Boolean/X-ray search, with disciplined ATS documentation.
- Reduced average time-to-fill by 30% through proactive pipeline development and structured interview management with senior hiring managers.
- Earned 90%+ hiring manager satisfaction through calibrated candidate quality and consistent communication.

Allegion (Contract)**Oct 2021 – Feb 2022***Strategic Sourcing Consultant**Remote*

- Built passive-candidate pipelines for software engineers, data scientists and solutions architects, increasing passive candidate engagement by 40%.
- Filled 10+ high-demand engineering and IT roles within SLA, partnering with hiring managers and HR business partners on progress reporting.

OhioMeansJobs / Hamilton County Job & Family Services**Feb 2019 – Aug 2020***Career Coach & Workforce Development Specialist (Rehired)**Cincinnati, OH*

- Managed a WIOA-funded caseload of 200+ job seekers a year, including veterans and displaced workers, achieving a 65% placement rate within 90 days.
- Designed and facilitated 50+ workshops for 1,000+ participants on résumés, interviewing and workplace skills.
- Built hiring partnerships with 25+ employers across healthcare, manufacturing, logistics and technology, improving employer retention outcomes by 20% year over year.
- Served as subject matter expert for veteran workforce transition, creating resources that accelerated military-to-civilian placements.

Connecting People Inc., Adecco, Luxottica, E.W. Scripps, Anchor Point Technology, Fahrenheit IT **2014 – 2018***Technical Recruiter / Senior Technical Recruiter**Denver, CO & Cincinnati, OH*

- Began recruiting career at Connecting People, a boutique recruitment and staffing agency in Denver, CO.
- Delivered full-cycle recruiting for Fortune 500 and mid-market clients across IT, engineering, healthcare, manufacturing and G&A functions (Finance, Accounting, Legal, People, Product, Data) up to C-level.
- Consistently exceeded monthly and quarterly placement KPIs by 10–15%.
- Managed requisitions, interviews, offers and records in Taleo, Workday, Bullhorn and iCIMS; configured templates and workflows in Workday and Bullhorn.

OhioMeansJobs / Ohio Department of Job & Family Services**2011 – 2014***Job Developer & Career Coach**Ohio*

- Coached job seekers on résumés, interviewing and job search strategy, and developed hiring relationships with local employers to place candidates.

United States Army

2002 – 2006

Team Leader, Bradley Linebacker Crewmember (14R) & Administrative Specialist Fort Hood, TX & Baghdad, Iraq (OIF)

- Deployed to Baghdad, Iraq, during Operation Iraqi Freedom; led soldiers through combat operations.
- Managed personnel records, training schedules, compliance documentation and logistics for a 30+ soldier element.
- Trained and certified unit personnel in CPR and combat casualty care.
- Awards: Combat Action Badge, Army Good Conduct Medal, Global War on Terrorism Service Medal, National Defense Service Medal.

Education

Indiana Wesleyan University

2021

Master of Business Administration (MBA), Project Management

University of Cincinnati

2011

Bachelor of Arts, Psychology

Certifications & Training

- ServiceNow Certified System Administrator (CSA)
- ServiceNow CIS-ITSM
- ServiceNow CIS-PPM
- PMP® Certification Coursework
- CIW Site Development Associate
- IT Support: Per Scholas (2017)
- Responsive Web Design: Kable Academy (2022)
- Cold-Calling Directors & Executives (LinkedIn Learning)
- CPR/First Aid

Extracurricular

- Youth football coach