

# Joseph Montgomery

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## EDUCATION

### **Drake University Law School**

*Juris Doctor Candidate*

Des Moines, IA

May 2019

**Activities:** Drake Agricultural & Environmental Law Association

### **University of Northern Iowa**

*Bachelor of Arts: Communications and Public Relations*

Cedar Falls, IA

December 2014

**GPA:** 3.33/4.00 (Major/Minor GPA: 3.7/4.00)

**Awards:** Fraternity Many of the Year (2013)

**Activities:** UNI Club Ice Hockey Team; Pi Kappa Alpha Fraternity (President); Interfraternity Council (President); UNI Student Government – External Relations

## EXPERIENCE

### **Aerotek**

*Scientific Account Recruiting Manager*

Des Moines, IA

January 2016 – August 2016

- Handled all recruiting and hiring processes for Dupont Pioneer and Monsanto accounts
- Regularly met with managers to identify needs and areas of improvement for staff
- Ensured all client and candidate needs were met and effectively managed over 80 contractors at one time

*Scientific Recruiter*

February 2015 – January 2016

- Responsible for all steps in recruiting/screening process, managing over 60 contract employees
- Collaborated with local farming and agricultural companies to bring solutions to hiring needs
- Named a top recruiter for the Des Moines market
- Ensured all local guidelines and employment laws were adhered to and understood by both parties
- Ensured client needs met with exemplary candidates and followed up with candidates to ensure job satisfaction

### **University of Northern Iowa**

*Orientation Leader*

Cedar Falls, IA

May 2014 – Aug 2014

- Assisted students and parents in gaining knowledge regarding all facets of UNI
- Served as resource to answer any questions on student life or class registration
- Served as guide and mentor to students for issues encountered during first year of study

*Student Adviser, Office of Financial Aid & Scholarships*

February 2013 – December 2014

- Assisted students in the process of financial aid, including scholarship applications and providing information on differences between various forms of aid
- Performed under pressure and during times of stress, providing assistance to students in difficult situations
- Developed ability to communicate complicated terms and processes to students in an understandable way

### **OnMedia Ad Sales**

*Marketing and Sales Intern*

Cedar Falls, IA

May 2013 – August 2013

- Organized sales packages for potential clients and consumers
- Conducted market research to better serve clients and designed formulated sales packages
- Sought new ways to market packages to clientele; assisted on sales calls and presentations to potential clients

## ADDITIONAL INFORMATION

**Volunteer:** Shoes That Fit (2005-present) – Des Moines, IA; Terra Livre (Free Earth) – volunteered in Brazil to bring awareness to extreme poverty; Volunteer Tuesdays – Cedar Falls, IA