

**CRYSTAL "RAYNE" FULTON**  
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972.983.9577

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## **SUMMARY**

Devoted graduate student eager to acquire knowledge, gain experience, and further strengthen my ability to become a competent addiction counselor. Skilled in providing excellent internal and external customer service. Exceptional time management with proven ability to meet deadlines in a fast-moving, consistently evolving atmosphere. Extremely dedicated, passionate, detail-oriented, energetic, and self-determined.

## **PROFESSIONAL EXPERIENCE**

Technical Recruiter, 2015 – Present  
Clear Measure, Austin, TX

- Source top talent in the software engineering industry through various tools and networking
- Served as a candidate concierge throughout the entire interview cycle
- Understand technology and to keep up to date of technology trends
- Track and report recruiting KPIs measuring structure and flow of talent pipeline
- Design and measure talent attraction campaigns to drive industry awareness
- Create opportunities for staff to speak at industry conferences
- Organize company conferences to gain talent nurturing contacts
- Engage with industry recruiting leads to ensure positions are filled in ample time

Project Manager, 2013-2015  
Clear Measure, Austin, TX

- Responsible for maintaining client relationships to secure projects and work extensions
- Served as a conduit of communication to clients on behalf of the company
- Identify, manage, and resolve project dependencies and conflicts
- Provide a roadmap and track project milestones and deliverables
- Define project success and distribute to involved parties throughout project life cycle
- Proactively manage changes in project scope and devise contingency plans
- Demonstrate experience in leading cross-functional project teams
- Facilitate agile processes and process improvement
- Manage and monitor the project budget throughout the project lifecycle
- Utilize scrum methodologies to provide a clear project completion timeline
- Ensure that projects are completed on time, within budget, and within the scope of original statement of work

Executive Assistant 2009-2013  
Baylor Scott & White Health, Temple, TX

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- Coordinated day-to-day business activities for C level executives
- Supported HR in coordinating comprehensive interview schedules for candidates
- Managed projects and compiled data for specific measures to prevent patient harm
- Maintained utmost discretion and confidentiality with sensitive business matters
- Functioned as a liaison to communicate changes across interdisciplinary teams
- Coordinated Medicine Grand Rounds for the Department of Internal Medicine
- Populated faculty reporting of Texas A&M teaching hours
- Kept CMO updated on recent research and information of similar businesses
- Assisted executives with a Continuous Learning Improvement Program by collecting metrics and time data to interpret and post for progress
- Implemented ways to increase patient and employee satisfaction
- Promoted teamwork with co-workers to ensure efficient flow for the workday and proactively identified and resolved issues on an ongoing basis

### **EDUCATION**

- Master of Science, Addiction Counseling, Aug. 2017- Dec. 2020, GPA 4.0  
Distance Learning - Texas Tech University Health Science Center, Lubbock, TX
- Bachelor of Arts, Psychology Minor: Sociology, Aug. 2005- May 2008, GPA 3.4  
University of North Texas, Denton, TX
- Associate of Arts, Aug. 2003-May 200, GPA 3.5  
Collin County Community College, Plano, TX

### **CERTIFICATIONS, AWARDS, COMMUNITY ACTIVITIES**

- Worship Leader, Northwest Austin Women’s Bible Study, 2016-2019
- Certified Scrum Master, Scrum Alliance, 2015 – 2019
- Serving Others First Award, Clear Measure, 2013 & 2014
- Currently: Sirena Fest Ambassador, African New Life Ministries, Al-Anon, and Alcoholics Anonymous
- Previously: Austin Pets Alive, Reading Partners, Meals on Wheels, and Safe Alliance

### **PROFESSIONAL ORGANIZATIONS**

- The Honor Society of Phi Kappa Phi 2018-Present
- American Counseling Association (ACA), 2017-Present
- National Association for Alcoholism and Drug Abuse Counselors (NAADAC), 2017-Present
- Texas Association of Addiction Professionals (TAAP), 2017-Present
- Scrum Alliance, 2013-Present
- Texas Recruiters Association, 2018-Present