

JUSTIN MELBOURNE

San Francisco, CA

[linkedin.com/in/justinmelbourne](https://www.linkedin.com/in/justinmelbourne)

justinmelbourne@gmail.com

415-503-7480

CAREER ACCOMPLISHMENTS

- Successfully built Engineering and Product teams from scratch, within hiring plans while maintaining white-glove service and a 95%+ close rate.
- Built automated reporting and dashboards for Hiring Managers, Talent Teams and Executives to quickly and seamlessly see the state of hiring funnels.
- Mentored and developed junior Talent Team members on hiring processes, and educated business leaders on closing candidates and selling equity.

PROFESSIONAL EXPERIENCE

Talent Acquisition Consultant

August 2023 - Present

- Advising SaaS, AI/ML, B2B and B2C startups with hiring best practices, ATS systems, tools and closing candidates
- Training Hiring Managers and Leaders on finding and retaining the best talent
- Sourcing candidates for hard to fill roles, and building teams of Software Engineers, Product Managers, Product Designers and AI/ML Engineers
- Consulting with Venture Capitalist firms on hiring processes for portfolio companies
- Mentoring and advising candidates with their job search, career advice and resume/LinkedIn updates

Weights & Biases

Weights & Biases is a Series C startup that helps AI developers build better Machine Learning (ML) models faster. Users can quickly track experiments, version and iterate on datasets, evaluate model performance, reproduce models, and manage ML workflows end-to-end.

Lead Technical Recruiter

January 2023 - June 2023

- Successfully executed hiring 'to plan' throughout my tenure at W&B, establishing teams in Finance, HR, Product Management, Product Design, and Software Engineering. Achieved 62 hires in 1.5 years with an exceptional 96.8% closing rate.
- Developed automated reporting and dashboards for swift insight into hiring funnels for Hiring Managers, Talent Teams, and Executives.
- Led the W&B Talent Team, overseeing 2 Recruiting Coordinators, 2 contract Sourcers, and contributing to the growth of the non-technical recruiting team.
- Cultivated strong relationships with the Finance department to align our hiring processes with budgetary constraints.
- Acted as an equity and company valuation expert, regularly conducting training sessions for Hiring Managers and business leaders.
- Continued to chair the DEI&B Committee, driving comprehensive changes in the organisation to enhance hiring processes, education, and team inclusivity.

Senior Technical Recruiter

March 2022 – January 2023

- Utilised diverse candidate sourcing techniques, including Google boolean searching, LinkedIn, referrals, Angellist, and networking.
- Fostered strong relationships with candidates and Hiring Managers, emphasising clear communication, leveraging internal tools and metrics for decision-making.

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- Oversaw the full recruitment cycle, from sourcing to offer, encompassing skill evaluation, interview coordination, reference checks, salary recommendations, and a proactive "always be closing" approach.
- Founded the DEI&B committee to drive comprehensive organisational improvements in hiring processes, education, and team inclusivity.

Technologies used: LinkedIn, Google Boolean Search, Wellfound (formerly Angellist), SourceWhale, HireEZ (formerly Hiretual), Lever.

Candidates placed / Area of focus: AI/ML Engineers, Product Managers, Front-End Engineers, Backend Engineers, DevOps Engineers, Site Reliability Engineers, UI/UX Designers, HR Business Partners, Accounting and Finance

data.ai

data.ai is a Unified Data AI platform bringing together consumer data and market estimates. data.ai helps brands, publishers, and investors with strategies to succeed in the mobile and digital ecosystem.

Senior Technical Recruiter

May 2019 – March 2022

- Streamlined the candidate experience from application to offer, encompassing skill assessment, interviews, references, salary recommendations, and closing.
- Cultivated collaborative relationships with hiring teams, involving stakeholders, maintaining transparent communication, and utilising metrics for informed decision-making.
- Expertly negotiated complex offers using diverse compensation tools to secure top talent.
- *Technologies used: LinkedIn, Google Boolean Search, Gem, Greenhouse.*
- *Candidates placed: Front-end Engineers, Backend Engineers, Site Reliability Engineers, UI/UX Designers, Product Managers, Executives, HR Business Partners, Accounting and Finance*

Google

Just a small start-up that focuses on internet search..

Technical Recruiter (contract through Signature Consulting)

March 2018 – March 2019

- By utilising LinkedIn, Google Boolean Search and gHire; I successfully hired a variety of roles including Product Managers, Project Managers, Event Services, Software Engineers and other support staff.
- Became an expert in selling Google's benefits to candidates including equity to obtain a close rate of 95%.

RockIT Recruiting

RockIT Recruiting is a startup dedicated to recruitment, career counselling, and advisory services, facilitating connections between venture-funded startups and Fortune 100 companies to secure top talent and foster the growth of their engineering teams.

Technical Recruiter

January 2017 – March 2018

- Achieved KPIs for outreach to software engineers and client submissions, strengthening hiring pipelines for both contingency and retained recruitment teams.
- Advised multiple startups on optimal hiring practices as part of the advisory team.

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- Oversaw and enhanced monthly Happy Hours and meet-ups at RockIT, boosting attendance and networking opportunities for candidates, founders, and hiring managers.
- *Technologies used: LinkedIn, Google Boolean Search, Hiretual, Greenhouse, Lever.*
- *Candidates placed: Front-end Engineers, Backend Engineers, Site Reliability Engineers, UI/UX Designers, Product Managers*

Disability Works Australia - Senior Recruiter

January 2016 – June 2016

Coles Supermarkets Australia

People Specialist & Human Resources Graduate

February 2014 – December 2015

EDUCATION

Deakin University (Australia), Bachelor of Business Management

2007 – 2011