

**Caitlin E. Pruis**  
**Certified General Real Estate Appraiser**  
State of Illinois #553.002835 (Expires 9/30/2021)

**EDUCATION**

- A. High School Graduate, Erie High School (2004)
- B. Bachelor of Business Degree – Western Illinois University (2008)
- C. Masters of Organizational Leadership – St. Ambrose University (2011)
- D. Appraisal Institute Courses taken include:
  - National Supervisor/Trainee Course (October 2016)
  - Illinois Supervisor/Trainee Course (October 2016)
  - Basic Appraisal Principles (October 2016)
  - Basic Appraisal Procedures (November 2016)
  - 15-Hour Equivalent USPAP Course (February 2017)
  - Real Estate Finance, Statistics and Valuation Modeling (September 2018)
  - Residential Highest & Best Use (November 2018)
  - 7-Hour Equivalent USPAP Course (February 2019)
  - General Appraiser Sales Comparison Approach (April 2019)
  - General Appraiser Income Capitalization Approach – Part 1 (April 2019)
  - General Appraiser Income Capitalization Approach – Part 2 (July 2019)
- D. McKissock Courses taken include:
  - General Appraiser Cost Approach (October 2019)
  - General Appraiser Market Analysis and Highest & Best Use (November 2019)
  - General Appraiser Report Writing and Case Studies (December 2019)
  - General Appraiser Expert Witness (December 2019)
  - Commercial Appraisal Review (December 2019)
  - 7-Hour National USPAP Update Course (April 2020)

**APPRAISAL EXPERIENCE**

- A. 2015 – Present: Appraisal Assistant – ARC Appraisals, Morrison, IL.
- B. 2017: Obtained Illinois Real Estate Trainee License
- C. 2021: Obtained Illinois Certified General Real Estate Appraisal License

**PROFESSIONAL EXPERIENCE**

- A. **Bridgepoint Education, Clinton • IA**  
1/2014

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**Talent Acquisition Senior Recruiter (Ashford University & Corporate Bridgepoint Education)**

Served as the only recruiter in the Clinton, Iowa location. Sourced, interviewed, hired and onboarded candidates at both the online center and the campus. Served as a business partner to online leadership to source and interview candidates nation-wide, at a professional doctoral level. Maintained requirements established by the Talent Acquisition & Development Corporate Department regarding time to fill and

offer letter & interview document accuracy. Recruited through social media and other social media avenues to provide company with cost savings. Attended career fairs and organized campus career fair to source candidates locally. Successfully presented orientation during the onboarding process to include explanation of company benefits, new hire paperwork and compensation. Provided process training to peers. Maintained temporary employee process for special projects. Relayed information to employees regarding other Human Resource functions. Delegated work responsibility to Talent Scouts (HR Clerks). Partnered with local temporary agencies to bring on temp employees. Conducted orientation and maintenance of temporary employees.

***Key Highlight:***

- Developed and implemented recruitment strategies to achieve required staffing levels for all available positions. Met all time to fill requirements set by corporate. Served as the main contact for temporary employee maintenance, retention and possible temp to hire opportunities.

**B. HON Company, Muscatine • IA**

**8/2011 – 6/2012**

**Member & Community Relations Generalist (HR Generalist)**

Served as the main HR Generalist at Distribution Center. Recruited skilled positions for one of the nation's largest manufacturing companies. Supported two plants' recruitment and basic HR functions through databases and fairs. Created a business partnership with the Leadership Team to focus on Staffing, Partnering, Engagement & Ongoing Education, and Community Involvement. Conducted orientation, interview and plant tours. Managed temporary employee staffing and overall headcount for the plants to reflect amount of volume and turnover anticipated (upwards of 300 employees at a time). Served as a liaison between staffing agencies and the organization. Worked with organizational leaders to fill key positions with very little candidate flow, high demand, and expectations. Managed HNI Careers applicant database to workflow applicants to meet APA requirements and tracking needs. Partnered with local temporary agencies to bring on temp employees. Conducted orientation and maintenance of temporary employees.

***Key Highlight:***

- Managed Human Resources functions at the Distribution Center. This included temporary to fulltime staffing and acting as the main contact for all human resources needs.

**C. Family Resources, Davenport • IA**

**4/2010 – 8/2011**

**HR Generalist**

Partnered with managers to source, hire and onboard employees throughout Eastern Iowa for skilled human services positions. Oversaw payroll and benefits administration. Followed licensure requirements for hiring and employee files. Met organization goals and retention (industry has a very high turnover rate). Organized orientation and mandatory trainings. Completed exit interviews.

***Key Highlight:***

- Created, managed, and executed a hiring project to bring on over 30 new employees through Eastern Iowa in less than one month to meet the demands of a new contract awarded to the company.