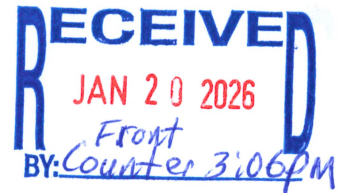


City of Lathrup Village  
27400 Southfield Road  
Lathrup Village, MI 48076  
[www.lathrupvillage.org](http://www.lathrupvillage.org) | (248) 557-2600



### APPLICATION FOR COMMITTEES, COMMISSIONS, & BOARDS

Date of Application: 01/19/2026

Please check the committee for which you are applying:

- |   |   |
|---|---|
| <input type="checkbox"/> Board of Review                                  | <input type="checkbox"/> Planning Commission          |
| <input type="checkbox"/> Downtown Development Authority (DDA)             | <input type="checkbox"/> Parks & Recreation Committee |
| <input type="checkbox"/> Historic District Commission                     | <input type="checkbox"/> Tree Committee               |
| <input checked="" type="checkbox"/> Communications & Engagement Committee | <input type="checkbox"/> Other: _____                 |

Name: Erica Alford

Address: 18800 Sunnybrook Ave, Lathrup Village, Mi. 48076

Phone: 248-508-8065 Street, City, State, Zip Email: Enesper2@gmail.com

Are you at least 18 years of age: YES ☒ NO ☐

Are you a registered voter in Lathrup Village: YES ☒ NO ☐

Have you been a resident of Lathrup Village for 1+ years: YES ☒ NO ☐

**A resume/CV is required with your application. Additionally, please include a letter that covers any additional information that clearly states your qualifications for serving on the committee you selected and why you believe you are the best fit to serve Lathrup Village.**

Signature: Erica H. E. Alford Date: 01/19/2026

**Applicants must be in good standing with the City to be eligible for committee, commission, or board appointment. Any outstanding violations or payments associated with the applying individual or individuals' property may result in the submitted application being rejected.**

Return completed application to:  
Lathrup Village – City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076

# ERICA ALFORD

248-508-8065 | 18800 Sunnybrook Ave | enesper2@gmail.com

1/19/2026

## DEAR BOARD/COMMISSION

---

I am interested in joining the Communication & Engagement Committee because meaningful connection and clear communication have been at the center of my professional experience. In my role as a Senior Talent Acquisition Consultant at Blue Cross Blue Shield of Michigan, I work closely with leaders, teams, and candidates to ensure information is shared clearly, feedback is timely, and people feel heard and supported throughout the process.

I regularly facilitate trainings, lead meetings, and partner with senior leadership on initiatives tied to employee development, engagement, and candidate experience. These experiences have strengthened my ability to communicate with intention, adapt to different audiences, and help create environments where collaboration and trust can grow.

I am drawn to this committee because I value engagement that is genuine and impactful—not just sharing information but building connections. I would welcome the opportunity to contribute my experience, perspective, and passion for people to support the committee's goals.

Thank you for your consideration.

BEST REGARDS,

ERICA ALFORD



# Erica Alford

18800 Sunnybrook Ave. | Lathrup Village, Mi 48076 | 248-508-8065 | enesper2@gmail.com

## PROFESSIONAL EXPERIENCE

### **Blue Cross Blue Shield of Michigan • Detroit • 10/2016 – Present**

#### **Senior Talent Acquisition Consultant** (Non-Bargaining Unit recruitment)

- Collaborate with hiring managers, SVP/EVP leadership and other enterprise key stakeholders to create recruitment strategies.
- Build relationships with divisional hiring managers and candidates by providing updates and feedback within a timely matter.
- Develop and execute recruitment plans based on KPI's to ensure alignment with the organization hiring goals and performance targets
- Lead projects on Talent Management scorecard to drive the employees' development, candidate engagement and employment growth initiatives.
- Facilitate multiple training courses & meetings including behavioral interview training for leaders/employees, departmental process improvement, ATS candidate experience, Oracle updates, new hire training, internship program coordination etc.
- Mentor/Lead of members of the recruitment team by providing coaching, feedback, guidance and performance engagement strategies.
- Create and negotiate competitive compensation package for internal/external candidates by reviewing metrics (census/movement reports) within each division.
- Attend talent review meetings with senior leadership to review retention concerns or performance gaps for future recruiting.
- Engage with contract (vendors) to assist with additional staffing for direct hire searches efforts.
- Attend university career fairs (in-person and virtual) to identify candidates for internships and future full-time opportunities.
- Abide by compliance and EEOC guidelines to ensue candidates are hired by company standards.

### **Blue Cross Blue Shield of Michigan • Detroit • 10/2014 – 10/2016**

#### **Talent Acquisition Consultant** (Bargaining Unit Local 1781 & 38 and Non-Bargaining Unit recruitment)

- Developed relationships with Hiring Managers and HR Business Partner's to analyze open requisitions/staffing needs.
- Provided an excellent candidate experience through the recruitment stages.
- Sourced candidates through the ATS (Taleo) and external social networks.
- Worked with hiring managers to ensure internal employees meet the guideline for seniority unit's interviews.
- Trained interns and new hires on system processes (ATS), pre-screening practices, scheduling interviews, offer creations.
- Hired candidates in high volume recruitment for multiple CSR classes within a small timeframe.

### **Blue Cross Blue Shield of Michigan • Detroit • 05/2014 – 10/2014**

#### **Talent Acquisition Coordinator**

- Supported to the Talent Acquisition Department through daily administrative duties.
- Sourced through Taleo and SHL assessment sites to find qualified candidates.
- Phone screened candidates and coordinated interviews through Outlook and Resource Scheduler.
- Processed pre-employment background checks, drug screenings and new hire paperwork.
- Answered incoming phone calls in agreement with company procedures and directed callers appropriately.
- Managed new hire orientation paperwork including W4 forms, Detroit Taxes Forms, I9 Form (E-Verify).
- Generated password resets for external and internal candidates through the ATS.

**LaJoy Group LLC • Plymouth • 06/2012 – 05/2014**  
**Recruiter/ Human Resource Representative**

- Led full cycle recruitment on internal and external sites ATS (Sendouts/Taleo/Peoplesoft) for multiple client groups.
- Performed talent management assessments and build innovative recruitment events for candidates.
- Reviewed new hire's pre-employment screening including background checks, MVR, drug testing, physical and reference checks etc.
- Administered compensation rate and calculating of hours weekly for payroll process and direct deposit.
- Finalized FOC, LOA, levy's, garnishments and unemployment claims weekly.
- Utilized (COATS) and (PeopleNet) software to obtain and create employee data reports.
- Traveled out of state Completed new hire orientation and processing W4 forms, I9 verifications, employee handbook and offer letters.
- Created job descriptions and interview questions personalized for each job posting.
- Issued workplace compliance training and complete disciplinary action and termination of employees'.
- Increased advertising with social media recruitment by reaching out to 3<sup>rd</sup> party career platforms to posted positions.

**St. John Providence Health System (Ascension) • Warren • 01/2012 – 6/2012**

Talent Center – Nurse Recruitment for Michigan West Region.

**Data Analyst /Sourcer**

- Analyzed and searched for top candidates through the requirements for the position and the qualification from resume.
- Reviewed candidates' resumes and set up interviews through our corporate tracking (Taleo) system to help select qualified candidates.
- Worked with recruiters to set up interviews, create requisitions and closing requisitions.
- Utilized (PeopleSoft) software to review employees' files for transfer eligibility before the hiring process.
- Created job descriptions and post openings for internal and external websites.
- Created offer, transfer, and concurrent letters for all new employees during the hiring process.
- Worked with department managers to develop a pool of qualified candidates for advancement.

**St John Providence Health System (Ascension) • Warren /Detroit • 05/2011 – 12/2011**

Talent Center & Human Resources - Recruitment and Employee Relations

**Human Resource Intern**

- Worked with Site Consultant to analyze the appeal process, corrective action policy and grievances through employee files.
- Processed tuition reimbursement and I9 forms candidates and submitted paperwork to payroll.
- Reviewed potential candidates resumes, phone screening interviews and sourcing of requisitions.

**Nordstrom • Troy Mi • 07/2006 – 05/2011**

Somerset Collection – Handbags, Fashion Jewelry and Hosiery departments.

**Organization Lead Sales Associate**

- Trained and led new sales associates in how to use point of sale (POS), employee interpersonal skills, new inventory to relate to the customer's needs through monthly meetings.
- Reviewed resumes and interviewed candidates for temporary and seasonal sales associate positions.
- Scheduled individual appointments with customers to help advance my sales goals by 20% for commission sales 2009 to 2011.
- Showed leadership skills by creating company schematics for the department to help received additional revenue to help make the fiscal year.

**EDUCATION**

BS in Human Resource Development, Oakland University, Rochester Mi. - 12/2011