

# First Last

## Human Resources Recruiter

HR Recruiter with five years of experience acquiring and hiring top candidates for multiple industry organizations and developing recruiting plans with both agency and in-house settings. Manage all phases of full-cycle recruiting, accounts management and social media marketing.

### EXPERIENCE

#### **Resume Worded, New York, NY**

##### ***Human Resources Recruiter***

January 2020 - Present

- Recruited over 250 permanent and 65 contract positions for a key client, resulting in savings of over \$350,000 in permanent placement fees.
- Developed an Employee Initiative program, reducing the employee turnover rate by 25%.
- Recommended and implemented proactive improvements in interview funnel improving the average time to hire by 18%.
- Spearheaded the innovative for corporate diversity, improving the diversity by over 25% across different organizational departments.

#### **Growthsi Recruiting Agency, New York, NY**

##### ***Human Resources Recruiter***

January 2016 - January 2020

- Led high volume recruitment projects across 9 different clients to source and hire top talents, managing between 15-25 open positions at one time.
- Enhanced candidate screening by working closely with hiring managers to understand business requirements, resulting in increased customer satisfaction rates by over 90%.
- Proactively reached out to qualified candidates via LinkedIn Recruiter, decreasing the average time to hire by 7 days.

#### **Resume Worded, Boston, MA**

##### ***Human Resources Specialist***

January 2012 - January 2016

- Managed and handled 120+ staff, reduced employee complaints and compliance calls by 65%.
- Recruited and screened over 35 qualified potential employees over the span of four years, across 4 different departments.
- Verified, investigated and filed employee backgrounds for 15+ new hires, managed personnel files for all members.

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### SKILLS

LinkedIn Recruiter

Excel/Google Sheets

Full cycle recruiting

ATS Software

Salesforce

NetSuiteERP

### EDUCATION

#### **Resume Worded University**

*B.A. in Human Resources Management*

January 2013

New York, NY

- **Awards:** Resume Worded Teaching Fellow (only 5 awarded to class), Dean's List 2012 (Top 10%)
- **Relevant Courses:** Recruitment and Selection, Employment Law, HR Planning.

### PROJECTS

- Volunteered as a fundraising coordinator for an NGO, actively involved with social media marketing, 3 month long term.
- Volunteered as Workshop Curriculum developer and facilitator for University Career fairs.