**Talent Acquisition Specialist Portfolio Demo**

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**Portfolio Overview**

Welcome to my Talent Acquisition (TA) portfolio! This document showcases my expertise in sourcing, recruiting, and hiring top talent across various industries. Below, you’ll find examples of my work, including recruitment strategies, candidate engagement techniques, and successful hiring outcomes.

**1. Professional Summary**

**Example:**  
Results-driven Talent Acquisition Specialist with 5+ years of experience in full-cycle recruiting across tech, healthcare, and finance. Skilled in leveraging data-driven strategies, employer branding, and innovative sourcing techniques to attract high-quality candidates. Proven track record of reducing time-to-hire by 30% and improving candidate experience through structured interview processes.

**2. Core Competencies**

✔ Full-Cycle Recruitment  
✔ Boolean & AI Sourcing Techniques  
✔ Applicant Tracking Systems (ATS) Smartrecruiters, Workday, Lever  
✔ Employer Branding & Recruitment Marketing  
✔ Candidate Experience Optimization  
✔ Diversity, Equity & Inclusion (DEI) Hiring  
✔ Stakeholder & Hiring Manager Collaboration  
✔ Data-Driven Recruitment Metrics

**3. Work Samples & Case Studies**

**Case Study 1: Tech Recruitment Success**

**Company:** Robert Bosch  
**Role:** Senior Software Engineer  
**Challenge:** High competition for niche talent in a tight market.  
**Actions Taken:**

* Utilized advanced Boolean searches and GitHub sourcing.
* Built a talent pipeline through LinkedIn and tech community engagement.
* Structured interview process with technical assessments.  
  **Results:**
* Hired 8 engineers in 3 months.
* Reduced time-to-fill from 45 to 25 days.

**Case Study 2: Diversity Hiring Initiative**

**Company:** East Africa Infrastructure Service Ltd  
**Goal:** Increase underrepresented hires by 25%.  
**Strategies:**

* Partnered with diversity-focused job boards (e.g., Jopwell, PowerToFly).
* Trained hiring managers on unconscious bias.
* Hosted virtual recruiting events targeting diverse candidates.  
  **Results:**
* Improved diversity hires by 30% in 6 months.

**Sample Recruitment Projects**

* **Sourcing Strategy:** Screenshot of a Boolean search string or LinkedIn search filters.
* **Candidate Outreach Email:** Example of a personalized cold outreach message.
* **Employer Branding:** Social media post or career page you contributed to.
* **Interview Scorecard:** Template used for structured interviews.

**4. Tools & Technologies**

* **ATS:** Smartrecruiters, Workday, Lever
* **Sourcing Tools:** LinkedIn Recruiter, SeekOut, HireEZ
* **Automation:** Zapier, Gem, AmazingHiring
* **Data Analytics:** Excel/Google Sheets, Tableau

**5. Testimonials**

*"Joy is an exceptional recruiter who understands both technical and cultural fit. She helped us scale our engineering team efficiently!"*  
Joseph Kariuki, Robert Bosch.

*"Their proactive sourcing strategies brought us candidates we wouldn’t have found otherwise."*  
— [HR irector Name], [Company]

**6. Certifications & Training**

* LinkedIn Recruiter Certified
* AIRS Certified Diversity Recruiter (CDR)
* SHRM Talent Acquisition Specialty Credential

**7. Contact & Next Steps**

Interested in discussing how I can support your hiring goals? Let’s connect!  
📩 **Email:** [Your Email]  
🔗 **LinkedIn:** [Your Profile]  
📞 **Phone:** [Your Number]

**Portfolio Format Options:**

* **PDF Document** (for easy sharing)
* **Personal Website** (e.g., Wix, WordPress, Notion)
* **LinkedIn Featured Section** (upload case studies)

Would you like any modifications or additional sections? I can tailor this further based on your experience! 🚀