

# Jane Smith

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**Email:** janesmith@example.com

**Phone:** (456) 789-1234

**LinkedIn:** linkedin.com/in/janesmith

**Location:** New York, NY

## Summary

Results-driven Hiring Manager with 5+ years of experience in full-cycle recruitment and talent acquisition. Proven ability to streamline hiring processes, build strong employer branding, and implement data-driven hiring strategies to attract top talent.

## Skills

- Full-cycle recruitment
- Employer branding
- ATS optimization (Greenhouse, Lever)
- Diversity hiring initiatives
- Behavioral and competency-based interviewing
- Team leadership and mentoring
- Data-driven hiring decisions

## Experience

Hiring Manager | DEF Technologies | April 2020 – Present

- Managed end-to-end recruitment process for engineering, sales, and marketing teams.
- Implemented data-driven hiring strategies, reducing time-to-fill by 25%.
- Developed and executed employer branding campaigns, increasing applicant flow by 40%.
- Led a team of 3 recruiters and trained them on effective sourcing techniques.

Senior Recruiter | GHI Consulting | July 2017 – March 2020

- Conducted strategic workforce planning to meet business needs.
- Led the hiring process for mid-to-senior level roles across multiple departments.
- Partnered with department heads to understand staffing needs and create hiring plans.

## Education

**Master of Business Administration (MBA) – Human Resources**

New York University | 2017

## Certifications

- Certified Professional in Talent Development (CPTD)
- LinkedIn Recruiter Certification

## Achievements

- Reduced cost-per-hire by 30% through strategic sourcing initiatives.
- Implemented an employee referral program that led to a 50% increase in high-quality candidates.