

# NOAH CANTOR

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## PROFESSIONAL SUMMARY

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Resourceful and adaptable office professional with extensive experience in talent acquisition, administrative support, and technical coordination. Demonstrated ability to streamline operations, develop innovative solutions, and build strong relationships. Looking for a mid-level office role that leverages my diverse background to deliver measurable improvements in efficiency and service quality.

## CORE COMPETENCIES

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**Office Administration:** Scheduling, document management, & process optimization.

**Talent Acquisition:** Full-cycle recruitment, candidate engagement, & client outreach.

**Data & Technical Management:** Precision data entry & quality control.

**Project Management:** Cross-functional collaboration & workflow optimization.

**Communication:** Strong interpersonal, written, & presentation skills.

**Languages:** Fluent in Spanish.

## PROFESSIONAL EXPERIENCE

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### Staffing Consultant

AppleOne Employment Services, Salt Lake City, UT

*August 2023 – February 2025*

- **Recruitment Automation:** Engineered Python tools to automate candidate sourcing, reducing manual effort.
- **Client Acquisition:** Developed data-driven outreach strategies using web scraping & API integrations.
- **Resume Optimization:** Implemented NLP pipelines to standardize candidate resumes for ATS compatibility.
- **Market Intelligence:** Built automated tools to track hiring trends & salary benchmarks.
- **Performance & Leadership:** Consistently exceeded recruitment targets, driving revenue growth.

### Data & Technical Support Coordinator

Western States Calibration, Salt Lake City, UT

*March 2022 – June 2023*

- **Technical Specifications:** Created & maintained protocols for precision tool calibration.
- **Data Management:** Oversaw high-volume data entry & record-keeping with rigorous quality control.
- **Process Optimization:** Collaborated with teams to streamline documentation & reduce turnaround times.
- **Training Support:** Developed actionable documentation to enhance technician training.
- **Quality Assurance:** Ensured compliance with quality standards & regulatory requirements.

### Independent Automation Developer

Freelance, Remote

*March 2021 – February 2022*

- **AHK Scripting:** Developed custom AHK (AutoHotkey) scripts for the video game OSRS (Old School RuneScape) to automate gameplay tasks.
- **Marketing & Sales:** Promoted & sold scripts via forums, Discord, & in-game channels.
- **Technical Innovation:** Gained hands-on software development, customer support, & marketing experience through creative problem solving.

## EDUCATION

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### Johns Hopkins University

Baltimore, MD

*Writing Seminars (Non-Degree Program)*

*September 2019 – May 2021*

## TECHNICAL SKILLS

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**Software:** Microsoft Office Suite (Word, Excel, PowerPoint)

**Data Management:** Database maintenance & record-keeping

**Automation & Scripting:** Proficient in Python, AHK scripting, & process automation

**Tools:** Proficient with CRM systems & applicant tracking software (ATS)

## ADDITIONAL INFORMATION

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Strong commitment to continuous professional development & operational excellence.

Excellent problem-solving skills with a proactive approach to challenges.

Available for immediate start & flexible scheduling.