

Adriana Shulman

TALENT ACQUISITION SPECIALIST

PROFILE

My goal is to provide talent solutions to help execute strategic initiatives which will ultimately help the business meet their goals more effectively.

EXPERTISE

Professionalism
Personal integrity
Dependability
Strong organization
Attention to detail
Employment standards
Human rights legislation
Strict confidentiality
Can-do Spirit
Positive Energy
HTML, CSS, Javascript,
jQuery, Bootstrap,
Materialize, GitHub

WEB DEVELOPMENT

HTML, CSS, Javascript,
jQuery, Bootstrap,
Materialize, Firebase
GitHub

EXPERIENCE

TALENT ACQUISITION PARTNER

Array Marketing | Oct 2017-Present | Toronto, Canada

Full cycle recruitment for various roles at hourly and salaried levels.
Partner with the business to create and execute recruiting plans that are creative and engaging.
Collaborate with HR Business Partners and Hiring Managers on defining recruitment plans.
Support Global Talent Acquisition Manager in brand strategy for Indeed, Glassdoor, LinkedIn and other social media strategies.
Integration of new ATS system and lead for contract recruiters.

HR ADMINISTRATION OFFICER (CONTRACT)

Sydney University Apr 2017 - July 2017 | Sydney , Australia

Prepared and processed employee letters and forms related to new hires, terminations, transfers, contract renewals, promotions, leaves of absence, salary adjustments.
Inputting data & maintaining integrity of employee information in HRIS.
Handled general HR inquiries related to university policies & procedures.
Prepared HR related correspondences including employment and salary verification letters.

RECRUITMENT SPECIALIST (CONTRACT)

YMCA Feb 2017 - April 2017 | Sydney , Australia

Assisted in the end to end recruitment process in a timely and cost effective manner.
Assisted with the successful hiring of over 122 new employee's to various recreational centres throughout NSW and ACT.
Assisted with agency scheduling for various last minute vacancies at YMCA before and after school care sites.
Developed a new process to track candidates as they progress throughout the mandatory YMCA recruitment checklist.

CONTACT ME



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adriana33@mac.com



Toronto, On

Adriana Shulman

TALENT ACQUISITION SPECIALIST

EDUCATION

YORK UNIVERSITY

2008 - 2012

Bachelor of Arts

SENECA COLLEGE

2012-2013

HR Management

UNIVERSITY OF TORONTO

2018

Full Stack Web Development

CHRP | HRP

SKILLS

MS Excel



MS Word



Google Suite



Adobe Pro



ATS



RECRUITMENT SPECIALIST

ICUC March 2015 - Dec 2016 | Toronto, On

Accountable for full life cycle recruitment in social media moderation industry: Lead all aspects of recruiting ranging from sourcing best talent, conducting effective and insightful screenings, coordinating interview process and making candidate recommendations to hiring managers.

Managed high volume of recruiting mandates ranging from entry level to management positions; challenges included hiring for multi-lingual language skills and specific geographical areas, hiring in short timelines, and filling 20 to 30 open requisitions per month.

Drafted new domestic and international employment contracts varying from short-term, long-term, or contractors.

Executed creative and pertinent sourcing strategies on limited budgets through indeed.ca, Facebook, and LinkedIn.

RECRUITER (CONTRACT)

Bell Technical Solutions Jan 2014 - July 2014 | Toronto, On

Responsible for full recruitment cycle including screening resumes, conducting phone interviews, and face-to-face interviews.

Ensured that all quotas were filled by contributing to over 100 offers of employment a month.

HUMAN RESOURCES ASSISTANT (INTERNSHIP)

Umbra July 2013 - Oct 2013 | Toronto, On

Accountable for all aspects of the HR Department under the guidance of the HR Generalist.

Provided administrative support to all functional areas of HR (Recruitment, Compensation, Job evaluation, employee relations, training and development, and health and safety).

Ensured Ontario Health and Safety Act compliance by drafting and updating health and safety policies and programs.

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