

Amber Greenberg

TECHNICAL RECRUITER
JR. WEB DEVELOPER

PROFESSIONAL SKILLS

React
HTML
CSS, Bootstrap
JavaScript
Node.js
Express
Handlebars
APIs
JSON
MySQL
MongoDB
Terminal
GitHub
Visual Studio Code
Microsoft 365
Google Workspace
CIMS (ATS)
Greenhouse (ATS)
SalesForce (ATS)

PERSONAL SKILLS

Problem solving
Critical thinking
Organization
Dependability
Team player
Growth mindset
Adaptability
Motivated

CONTACT

P: 951-956-4086
E: ambermgreenberg@gmail.com
LI: [linkedin.com/in/amber-greenberg/](https://www.linkedin.com/in/amber-greenberg/)

ABOUT

Versatile Recruiter with over three years experience working within company contacts to secure employees. Identify, screen, and present qualified candidates for various roles, while collaborating with hiring managers for employment. Detail-oriented and motivated, with excellent verbal and written communication skills.

WORK EXPERIENCE

MICROSOFT, TECHNICAL RECRUITER

April 2022 - October 2022 (Contract)

- Hired for Jr.- Senior Levels
- Met monthly requirement of hiring a minimum of five external candidates
- Efficiently managed 30 requisitions per month
- Negotiated & created candidate compensation packages (on-hire bonus, salary, and on-hire stock)
- Conduct HR phone screens, coordinated interviews, & submitted data for EEO & Under-Represented Minorities

2U, TECHNICAL & FULL CYCLE RECRUITER

April 2019 - April 2022

- Identified hiring needs with various University partners & Hiring Managers
- Hired well beyond 200+ roles yearly
- Sourced, qualified, and conducted screen interviews within various technical fields (Computer Science Engineering, Data Analytics, FinTech, UX/UI, Digital Marketing, and Cyber Security)
- Communicated duties, compensation, benefits, and working expectations with candidates
- Negotiated job placements, salaries and prepared employment offers and contracts

EDUCATION AND TRAINING

UCLA EXTENSION | FULL STACK BOOTCAMP

Web Development Certificate | February, 2023

ARIZONA CHRISTIAN UNIVERISTY

Bachelor of Science, Psychology
(In progress)