

Asha Sreenivasan

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PROFESSIONAL SUMMARY

Candidate Experience Specialist with 4+ years of experience supporting high-volume corporate & technical hiring. Expertise across interview scheduling, availability coordination, offer/onboarding operations, and pre-hire compliance (I-9, DOT).

SKILLS

Talent & Candidate Experience: High Volume Interview Scheduling, Intake Coordination, Candidate Communications, Offer Lifecycle Management, Requisition and Hiring Workflow Management, Pre-Hire Compliance (I-9 DOT, Background Checks)

Reporting & Operations: ATS Data Integrity, Hiring Activity, Compliance and Peer Equity Reporting, Process Documentation

Collaboration: Availability and Cross-Functional Coordination (HR, Candidates, Compliance, Vendors)

Tools: ATS (Workday, iCIMS, SAP HR, PeopleSoft), MS365 (Excel, Word, Teams, Outlook, PP), Zoom, Google Calendar

WORK EXPERIENCE

Optimum Communications (Working through People Science starting Mar 2025)

Bethpage, NY

Candidate Experience Specialist

Feb 2022 - Feb 2026

- Coordinated 20+ interviews weekly across 15+ recruiters for Network, News & Advertising, Corporate and Sales teams.
- Primary communication point for 200+ candidates per quarter, facilitating intake calls, interview scheduling, offer letter creation, background check initiation, I-9 compliance, start-date alignment and onboarding for internal/external hires
- Managed DOT and physical assessment process, coordinating recruiter, hiring manager and candidate availability with third-party vendors; achieved clearances on schedule while adhering to regulations through audit-ready reports
- Maintained ATS accuracy by tracking status of offers in progress, open requisitions, and onboarding; produced 5+ peer equity and compensation support reports for hiring managers to inform all offer strategies and uphold pay alignment.
- Documented workflows for internal training/knowledge transfers, driving process improvements in talent operations.

Asha's Culinary World

Dayton, NJ

Owner

Jul 2017 - Present

- Founded South Indian catering business specializing in cultural/holiday events serving 25-150+ guests per occasion.
- Managed 10+ catering events, coordinating logistics, client communications, menu planning, and food preparation.
- Social media presence with 10,000+ followers across YouTube, Instagram, and Facebook platforms.

USPS

Trenton, NJ

Mail Processing Clerk (PSE)

Nov 2014 - Jul 2017

- Facilitated automated mail sorting and distribution systems; supported high-volume, time-sensitive mail operations.
- Processed and tracked large daily mail volumes while meeting strict accuracy, compliance, and delivery timelines
- Generated operational reports to monitor throughput and locate processing issues, supporting process improvements.
- Collaborated with cross-functional teams to resolve system or workflow issues impacting mail service delivery
- Developed strong attention to detail, operational discipline, and adherence to standardized procedures

EDUCATION

Government College of Engineering, Kannur

Kerala, India

Bachelor of Electrical and Electronics Engineering

1998 - 2002

ADDITIONAL INFORMATION

Certifications: Workday Basic Series (Jan 2026), HRCI Human Resource Associate Professional (Jan 2026)

Work Authorization: US Citizen