

# ARIANA SWYNENBURG

ariana.swynenburg.com ◇ linkedin.com/in/aswynenburg

(503) · 440 · 3677 ◇ ariana@swynenburg.com

## EDUCATION

---

### **Gonzaga University**

Bachelor of Arts in Economics

Bachelor of Arts in English Literature

*August 2012 - May 2016*

## EXPERIENCE

---

### **(Insight Global) Amazon**

*Recruiting Coordinator*

March 2017- Present

*Seattle, WA*

- Responsible for arranging and scheduling interviewers, travel accommodations, and catering for large-scale hiring events across North America.
- Communicate across various levels and departments within Amazon to facilitate interviews.
- Responsible for keeping service level agreements with candidates (two and five day response windows).
- Guide candidates throughout their entire interview experience at Amazon.
- Balance and accommodate the needs of candidates, recruiters, and interviewers.
- Establish the interviewer training program for the Mid Market Sales team to graduate more certified interviewers in order to meet the growing demand for interviewers.

### **Cathy for Congress**

*Field Director*

May 2016 - March 2017

*Spokane, WA*

- Increased win margin by over 15,000 votes from 2014.
- Hired, directed, and oversaw team of fifteen interns.
- Organized grassroots events across one of the largest congressional districts.
- Planned and coordinated doorbelling for 60,000 homes.
- Ran the campaign's Twitter, Facebook, Instagram, and Snapchat social media accounts.
- Wrote weekly debriefs for major-level (\$2,000+) donors.
- Selected *thank you* gifts for major-level donors and the GOP's largest fundraiser, Congresswoman McMorris Rodgers.

### **U.S. House of Representatives**

*Congressional Intern*

September 2015 - December 2015

*Spokane, WA*

- Created and organized political binders and debriefings for future interns.
- Answered questions and assisted constituents with government agencies and policy.
- Worked as a point-of-contact between constituents and caseworkers.
- Oversaw orders for flag requests for veteran funerals.

## STRENGTHS

---

### **Software**

iCIMS, AmazonHIRE, Tableau, Intranet Quorum, CMDI, NationBuilder, Word

### **Hard Skills**

Scheduling across timezones, event planning for 2,000+ attendees, budgeting and fundraising

### **Soft Skills**

Leadership of diverse teams, interpersonal communication, conflict resolution