

JESSICA MOORE

• TECHNICAL RECRUITER •

PROFILE

I am an extremely motivated Communications Professional with a background in Human Resources and Technical Recruiting. My diverse background has given me a real passion for people, building connections, and bringing top talent to our team.

EDUCATION

2021 University of Alabama

Huntsville

Bachelors of Communication Studies

EXPERIENCE

**12/2022-
current**

Huntsville City School District • Huntsville AL

Substitute Teacher

**03/2022-
11/2022-**

X-Force • Huntsville, AL

Technical Recruiter

- Following up and keeping strong client/ candidate relationships
- Worked well independently and within a team setting.
- Performed searches for qualified job candidates, using sources such as computer databases, networking, internet recruiting resources, media advertisements, job fairs, and candidate referrals
- In-depth knowledge of applicant tracking technology
- Ability to manage multiple high priority searches simultaneously for a demanding client base
- Creating successful pipelines to grow business

**02/2020
03/2022 -**

Noetic Strategies • Huntsville, AL

Human resources/ Marketing/ Recruiting Intern

- Helped with rollout of Deltek and Costpoint
- Employee data entry
- Spreadsheet analysis of marketing metrics/ social media
- Putting together powerpoint presentations for companywide meetings
- Created first every company newsletter
- Screening qualified candidates for open roles

**2014 -
2019**

Outback/ Chuy's/ Mellow Mushroom • Tuscaloosa/ Huntsville, AL

Server

- Created and maintained optimal communication chain, reducing guest dissatisfaction.
- Keeping up in a fast paced, ever-changing environment
- Fostered repeat business by getting to know customers and remembering their order

SKILLS

Sourcing



Outlook



ATS Proficiency



Office/ PowerPoint



Boolean searching



Excel

