

# Crystal Guan

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## **EDUCATION**

**University of California, Irvine** / September 2014-June 2018

B.A. Economics

## **KEY SKILLS**

- Full-Cycle Recruitment
- Web-Based Sourcing/Recruitment
- New Hire Orientation
- Employee Relation Management
- Knowledge of Employment Laws
- Experienced with Applicant Tracking System (ATS) - Bullhorn
- Background & Reference Check
- Phone and In-Person Interviews
- Fluent in English, Mandarin, and Cantonese.
- Proficient skills in Microsoft Suites.
- Typing speed: 80-85 WPM
- Administrative & Clerical Duties

## **WORK EXPERIENCE**

**Altametrics** | Recruiting Coordinator | April 2018 - Present

- Post detailed job descriptions on websites such as Indeed, ZipRecruiter, and LinkedIn
- Implement recruiting strategies to increase application rate by 850% and demonstrated distinctive improvements in the qualities of candidates
- Coordinate individual phone screens and in-person interviews
- Promote job opportunities through cold-calling and LinkedIn In-Mails
- Prepare onboarding documents such as offer letter and benefits packages
- Conduct new hire orientations, ensure all required documents are completed, clarify company policies, and explain company benefits
- Calculate weekly and monthly Key Performance Indicators (KPIs) to analyze staffing strength and company retention rate
- Speak with school representatives and event organizers regarding company participation in career fairs and job shadow programs
- Modify interview and orientation process to maintain efficiency and clear communication
- Communicate with department manager(s) on position requirements and expectations
- Answer candidate questions regarding company culture and position details
- Manage up to 20 open positions simultaneously and successfully filled multiple openings within first 90 days of employment
- Follow-up with candidates after they begin their employment and seek improvement opportunities in company culture and strategies

**All About People, Inc.** | Recruiter | January 2018 - April 2018

- Published and promoted new opportunities on various job seeking websites including but not limited to Indeed, Careerbuilder, and ZipRecruiter
- Received and sourced candidate resumes and applications, and send candidates appropriate skill assessments when necessary
- Scheduled and conducted candidate phone pre-screens and in-person interviews
- Utilized Applicant Tracking System (ATS) to build and maintain a detailed and organized candidate database
- Ensured all onboarding documents (ex. I-9s) are correctly completed and received
- Provided administrative and clerical supports when needed

**JH Consulting Company** | Human Resources Intern | April 2017- April 2018

- Prepared recruiting documents such as job descriptions
- Posted open positions on all digital job seeking platforms such as Monster, LinkedIn, and more
- Promoted potential opportunities to candidates through methods such as cold calling
- Screened and reviewed resumes, recorded and highlighted all applied and qualified candidates, and constructed offer and/or decline letters
- Prepared pre-screen and interview questions
- Participated in candidate interviews, and recorded their responses for future discussions
- Created employee documents such as handbooks, training manuals, waivers, and background check request forms by incorporating current employment laws
- Participated in employee relation discussions and contributed ideas for solutions
- Provided responses to employers' concerns regarding employee laws and regulations
- Assisted in benchmarking employee wages and compensations
- Managed weekly blogs related to current employment laws
- Completed additional administrative tasks related to human resources and business development

**LEADERSHIP EXPERIENCES**

**Level V Origins** | Director | 2016-2018

- Managed a collegiate dance team of 85+ members
- Successfully increased members count by 200% within two years
- Increased team name awareness through different marketing strategies such as social media, flyers, and participation in community events
- Communicated with performance organizers, outside vendors, UCI staff members, and external choreographers regarding performance opportunities, team apparel purchases, facility rentals, training sessions, and collaboration dance workshops
- Planned yearly and quarterly practice and performance schedules
- Created simple flyers and social media contents using Adobe Photoshop
- Managed overall team finances such as expense control, reimbursements, and ensured all fees are collected promptly
- Resolved conflicts within the team by contributing logical solutions
- Worked collaboratively with members of board to construct the vision and direction of the team
- Built and maintained interpersonal relationship with members and ensure a positive and encouraging environment is provided for them to pursue their passion