

Cynthia Wu

Seattle, WA 98103 | cynthia21wu@gmail.com | (413) 230-8943

LinkedIn: <https://www.linkedin.com/in/cynthia-wu-6824091a> | GitHub: <https://github.com/cynthiwu>

Portfolio: <https://cynthiwu.github.io/my-portfolio/>

TECHNICAL SKILLS

LANGUAGES: JavaScript ES6+, CSS3, HTML5

APPLICATIONS: GitHub

TOOLS: Node.JS, jQuery, Bootstrap, Foundation

PROJECTS

WHAT'S FOR DINNER? | <https://github.com/cynthiwu/whats-for-dinner> | <https://cynthiwu.github.io/whats-for-dinner/>

- **Summary:** A recipe search application where users can search and save recipes based on ingredients or keywords
- **Role:** Backend and Frontend development for search and save pages
- **Tools:** HTML, CSS, Foundation, JavaScript, jQuery, Edamam Recipe Search and Diet API, PDFLayer API

WEATHER DASH | <https://github.com/cynthiwu/weather-dashboard> | <https://cynthiwu.github.io/weather-dashboard/>

- **Summary:** A weather search application to search by city and view current and forecasted weather
- **Role:** Sole author
- **Tools:** HTML, CSS, Bootstrap, JavaScript, jQuery, Moment.js, Open Weather Map API

DAY SCHEDULER | <https://github.com/cynthiwu/work-day-scheduler> | <https://cynthiwu.github.io/work-day-scheduler/>

- **Summary:** A workday scheduler application where users can enter and save tasks to be completed.
- **Role:** Sole author
- **Tools:** HTML, CSS, Bootstrap, JavaScript, jQuery, Moment.js

EXPERIENCE

GOOGLE, Seattle, WA

Technical Recruiter

April 2018 - Present

- Sources and engages top technical talent for targeted opportunities through a wide variety of channels.
- Conceptualizes and executes programs focused on identifying, engaging, and advising Google-caliber talent with a focus on creating a great experience for each candidate and adapting to ever-changing business priorities.
- Works cross-functionally with hiring managers and the like to understand the structure of teams, ongoing projects and hiring demands in order to produce customized solutions and targeted recruiting.
- Manages data and dashboards to increase visibility into recruiter progress and productivity and allow for quick shift in priority focus.
- Acting member of Google's Diversity Counsel with a focus on facilitating collaboration between teams to scale out programs and internal resources that create a workplace that is diverse and inclusive.
- Onboards and trains new hires on the overall Google structure and technical profiles.

REDFIN, Seattle, WA

Recruiter – Business Operations

April 2017 - April 2018

- Performed full-cycle recruiting by sourcing candidates, reviewing resumes, coordinating/conducting interviews, extending job offers, and conducting negotiations for a full range of positions within the business operations organization.
- Developed new recruitment tools, training programs, and overall processes in order to increase team efficiency and candidate

satisfaction.

- Individually managed the extended workforce program and oversaw all relationships with external staffing entities on behalf of the company, collaborating with the legal team as needed.

Recruiting Coordinator – Business Operations & Real Estate Operations

Jan 2015 - April 2017

- Provided the coordinator support for three recruiters and managed all candidate communication, logistics coordination, and offer creation for Business Operations functions, with a strong focus on providing an elevated experience for internal and external customers.
- Led candidate experience initiatives by regulating new interviewer training, standardizing messaging, and being an all-around resource for interviewers and interviewees. Partnered with the design team to create and/or maintain collateral that helped educate candidates on the company and aided in their final decision to join.
- Independently managed requisitions on top of coordination responsibilities, performing the full-cycle recruiting process from sourcing to offer extension/onboarding.

AMAZON.COM, Seattle, WA

Oct 2012 - Oct 2014

Lead MBA Events Coordinator

- Managed a portfolio of 18 top tier MBA Programs and developed strong relationships to ensure access to top talent.
- Strategically developed a recruiting calendar to meet aggressive hiring demands. Determined competitive interview dates, organized interview teams and events to attract applicants and integrated the process with global recruiting teams.
- Developed and planned on-campus and virtual recruiting events including, but not limited to, company briefings, job specific panels, interviews, and sell events with attention on strategic value and consistency with the Amazon brand. Created all content and resource documents to be used as supplements during all events.
- Led the international support team responsible for providing outsourced administrative work to improve processing time and candidate experience. This resulted in a 24 hour response time for candidates and overnight updates for business partners.
- Evaluated, analyzed and implemented scalable recruiting processes to match company growth. Created, documented, and applied Standard Operating Procedures that maximized efficiency of processing approximately 13,000 applications per year.

EDUCATION

UNIVERSITY OF NEW HAVEN, West Haven, CT May 2012

Master of Arts, Industrial/Organizational Psychology

- GPA 3.9, Student Affairs Leadership Award
- Event Coordinator Chair, Graduate Student Council

QUINNIPIAC UNIVERSITY, Hamden, CT May 2010

Bachelor of Arts, Psychology, I/O Psychology Concentration

- GPA 3.8, Graduated Cum Laude, Dean's List (2007-2010)

ADDITIONAL SKILLS

Project Management, Knowledge Management, Process Improvement, Workday, GSuite, Microsoft Office Suite, Jobvite, DocuSign, Outreach, Concur, LinkedIn Recruiter, SurveyMonkey, SharePoint, Lucidchart, SPSS, and other Recruiting and Candidate Data Systems