

# Eliana Brereton

eliana@brereton.me

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MA graduate in AI Ethics (*4.0 GPA*) with hands-on experience in recruiting coordination, candidate engagement, and full-cycle recruitment support. Proven track record of building strong partnerships with hiring managers and cross-functional teams while delivering high-quality candidate experiences. Passionate about building a career in Talent Acquisition and eager to contribute to innovative, collaborative teams.

## WORK EXPERIENCE

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### Caddie AI

June – Nov 2025

*Human Resources and Marketing Specialist*

- Coordinated full-cycle recruitment for 14+ concurrent roles, including high-volume sourcing, screening, and interview scheduling across multiple time zones.
- Delivering seamless candidate experience from initial outreach through offer stage, ensuring timely, professional communication and proactive follow-up with non-responsive candidates.
- Partner with hiring managers to define role requirements, design structured scorecards, and produce clear evaluation materials to guide decisions.
- Coordinating multi-stakeholder recruitment projects, tracking deliverables, aligning timelines, and ensuring smooth communication across candidates and leadership.
- Strengthening employer brand presence by creating job postings, candidate communications, and LinkedIn / social media content & campaigns that boost client engagement and trust.
- Managed candidate pipeline development and proactive outreach campaigns, maintaining high engagement rates through structured follow-up and transparent communication.

### University of Guelph

Sept. 2024 – May 2025

*Graduate Teaching Assistant*

- Managed high-volume administrative coordination across multiple courses, balancing competing deadlines and stakeholder needs in a fast-paced academic environment.
- Interpreted and applied institutional policies (grading rubrics, accommodations, academic integrity) to produce fair and consistent evaluations across multiple courses.
- Prepared documentation, reports, and feedback that translated complex academic guidelines into plain-language resources for students for multiple classes.
- Facilitated interactive workshops and small-group discussions to encourage critical thinking, respectful dialogue, and equitable engagement with course material.

### Digital Accessibility Resource Centre (UofG)

Jan. 2024 – Sept. 2025

*Support Student*

- Conducted compliance audits on University websites using Siteimprove, ensuring alignment with AODA standards.
- Co-authored RFP responses for accessibility software solutions, supporting evidence-based procurement decisions.
- Developed and delivered training sessions on accessibility best practices, translating technical requirements into plain-language resources for diverse stakeholders.
- Created and maintained accessible documents, multimedia, and intranet content to strengthen organizational knowledge-sharing.
- Coordinated hiring support by screening candidates and participating in interviews, contributing to equitable recruitment practices.

### College of Arts (UofG)

May 2023 – Sept. 2023

*Project Assistant*

- Coordinated student recruitment initiatives by planning, executing, and analyzing events to meet divisional goals.
- Produced compliance documentation and guides to ensure departmental content adhered to AODA standards.
- Managed content strategy for social media accounts, aligning communications with institutional policies.
- Collaborated with faculty and staff to develop procedures that improved accessibility and stakeholder engagement.

### **College of Engineering and Physical Sciences (UofG)**

**Sept. 2021 – Dec. 2021**

#### ***Marketing and Communications Coordinator***

- Managed targeted communications projects, developing campaigns that increased engagement by 100+ participants.
- Produced analytics reports and social listening insights to inform strategic decision-making.
- Authored web content and feature articles, ensuring clarity, accessibility, and alignment with institutional guidelines.
- Coordinated interviews and promotional content development to strengthen stakeholder communication and awareness.

### **College of Social and Applied Human Sciences (UofG)**

**Jan. 2021 – Apr. 2021**

#### ***Digital Support Student***

- Supported the launch of an integrated student support digital initiative by coordinating content development across stakeholders.
- Converted complex policy documents into plain-language, accessible web resources, ensuring compliance with AODA standards.
- Produced digital content across multiple platforms, from planning to publishing, while aligning with accessibility and engagement requirements.

## **EDUCATION**

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### **University of Guelph**

**Graduated May 2025**

*MA, Artificial Intelligence Ethics (Philosophy + Data Science Double Major)*

*Guelph, ON*

- 4.0 GPA throughout degree.
- Completed major research project on AI in talent acquisition and asynchronous interview evaluation.

### **University of Guelph**

**Graduated May 2024**

*BA, Psychology*

*Guelph, ON*

- 4.0 GPA + Dean's list throughout degree.
- Focus on I/O Psych + technology.
- Completed undergraduate honours thesis on ethical implications of using generative AI in HR practices.

## **SKILLS**

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Full-cycle recruitment coordination; high-volume candidate sourcing and screening; interview scheduling and logistics management; candidate pipeline development and management; stakeholder relationship management; employer branding and recruitment marketing; cross-functional collaboration; multi-stakeholder project coordination; professional written and verbal communication; plain-language content development; candidate experience management; Applicant Tracking Systems (ATS); LinkedIn Recruiter and social media recruiting; compliance auditing (AODA standards); data analysis and reporting; research methodology (qualitative and quantitative); AI Ethics in hiring and talent acquisition; accessibility compliance (AODA/WCAG); DEI principles in recruitment; policy interpretation and application; bias detection and mitigation in hiring processes.