

# JESSICA LANG

Boston, MA 12345  
jessicalang@example.com  
(123) 456-7890  
[LinkedIn](#) | [Portfolio](#)

## EDUCATION

### Bachelor of Science (B.S.) Marketing

Boston College, Boston, MA  
September 2012 - June 2016

## KEY SKILLS

- Talent Acquisition Strategy
- Employee Retention
- Sourcing Strategy
- Process Improvement
- HR Administration

## CERTIFICATIONS

- Certified Internet Recruiter (CIR), AIRS, 2018
- Professional Recruiter Certification (CPR), AIRS, 2016

A Senior Recruiter with seven years of experience leading high-impact recruitment initiatives to secure top talent and drive organizational development. A strong history of developing dynamic HR programs to enhance employee engagement and improve retention.

## PROFESSIONAL EXPERIENCE

### Senior Recruiter

Harmon Technical Recruiting Inc., Boston, MA | October 2018 - Present

- Develop and oversee talent acquisition strategy for seven client accounts generating \$300K in annual revenue, establish marketing and hiring guidelines, collaborate with stakeholders to assess staffing needs, and achieve a 100% client retention rate
- Recruit and hire 45-SO candidates per year for technical positions and perform comprehensive assessments to identify top talent
- Manage four junior recruiters, deliver training and guidance on hiring strategy, and provide coaching and mentorship to enhance success rates

### Recruiter

Self-Employed, Boston, MA | June 2016-October 2018

- Executed a variety of online and in-person recruitment initiatives, screened resumes, identified qualified candidates, and secured 80 new hires over two years
- Partnered with the HR team to create a retention plan that reduced turnover by 7%
- Oversaw the implementation of a new ATS system, which streamlined hiring cycles and improved the interview process