

John Bergsen

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[LinkedIn](#) | [Portfolio](#)

PROFILE

A Recruiter with two years of experience specializing in talent acquisition, employee onboarding, HR administration, and applicant tracking systems (ATS). Adept at leading high-impact recruitment initiatives to secure top talent and facilitate organizational growth.

PROFESSIONAL EXPERIENCE

Recruiter, Cadence Staffing Firm.

Philadelphia, PA | May 2022 - Present

- Lead recruitment activities for a premiere staffing firm, screen resumes, identify top talent, conduct phone and in-person interviews, and provide recommendations to leadership, resulting in over 40 new hires within one year
- Oversee internet recruiting efforts, interface with qualified candidates on LinkedIn, and create compelling job postings and descriptions
- Develop long-term relationships with client businesses to achieve staffing goals and facilitate organizational growth

HR Assistant

Self-Employed, Philadelphia, PA | June 2021 - May 2022

- Delivered support to the HR team for recruiting initiatives, screened applicants, provided information to job candidates, scheduled interviews, and posted job openings on LinkedIn
- Supported employee onboarding processes, including scheduling training, revising employee handbooks, and fielding HR-related questions and issues

EDUCATION

Bachelor of Business Administration (B.B.A)

Temple University, Philadelphia, PA
September 2018 - June 2022

KEY SKILLS

- Recruiting
- Employee Onboarding
- Applicant Screening
- Talent Acquisition
- HR Operations

Certifications

- Professional Recruiter Certification (CPR), AIRS, 2022