

RACHEL RACHELSON

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EDUCATION

Master of Human Resources Management

Boston Business University,
Boston, MA
September 2017 - June 2019

Bachelor of Science in Operations Management

Amherst School Of Business,
Amherst, MA
September 2013 ■ June 2017

KEY SKILLS

- Assessing employers' needs
- Creating attractive job postings that represent employers' brands
- Using aggregator websites like Indeed and talent recruit software like Beamery
- Scheduling and conducting interviews
- Judging applicants' personalities and skills as fits for organizations

CERTIFICATIONS

- Professional Recruiter Certification, Recruitment Association of America, 2020

Energetic and courteous staffing professional with two years of experience in the recruiting field. Communicates with clients to determine needs for open positions and to develop job postings. Stays up to date on the latest recruiting and onboarding software and on best practices for hiring processes.

PROFESSIONAL EXPERIENCE

Junior Staffing Recruiter

AAA Staffing Solutions, Amherst, MA | July 2020 - Present

- Work with 12 outside clients, ranging from small businesses to enterprise-level organizations, to fill their staffing needs
- Formulate and post job openings on platforms such as Indeed and ZipRecruiter
- Communicate with mid- and upper-level managers to assess necessary qualifications of potential employees
- Field questions from interested applicants about open positions
- Conduct interviews and gather and deliver documentation from applicants to help employers make final decisions

Staffing Intern

ABC Staffing, Boston, MA | January 2019 - June 2020

- Supported upper-level staffing personnel by scheduling interviews and proofreading job postings
- Scouted LinkedIn for potential candidates
- Conducted initial phone screenings