

Kevin Morrison

San Francisco, CA 12345
kevinmorrison @examp lexom
(123) 456-7890
[LinkedIn](#) | [Portfolio](#)

A Senior Recruiter with 10+ years of experience specializing in diversity recruiting, HR administration, talent acquisition, and strategic planning, A proven track record of building world-class organizations centered on diversity, equity, and inclusion (DEI). Adept at collaborating with HR departments and cross-functional teams to establish forward-thinking work cultures.

Education

Bachelor of Science (BS)
Marketing
University of San Francisco,
San Francisco, CA
September 2009 - June 2013

Key Skills

- ◆ Diversity Recruiting
- Talent Acquisition
- Search Strategy
- Employee Onboarding
- Recruitment Strategy

Certifications

- Certified Diversity & Inclusion Recruiter (CDR), AIRS, 2016
- Professional Recruiter Certification (CPR),AIRS, 2013

Professional Experience

Senior Recruiter
West Light Recruiting Firm, San Francisco, CA | May 2016 - Present

- Define recruitment and sourcing strategies for client businesses, identify and select candidates for executive-level positions, and secure 50+ new hires per year
- Collaborate with a manufacturing client to introduce a diversity recruiting program for refugees and minority groups to address Labor needs and reduce reliance on temp agencies, resulting in over 16 new hires and a 25% increase in production in one year
- Develop high-impact search strategies to identify top talent for clients, create job descriptions based on industry research, and conduct virtual interviews

Recruiter
Hollins Staffing Agency, San Francisco, CA | June 2013 - May 2016

- ◆ Managed talent acquisition for a premiere staffing agency, coordinated with HR managers, department staff, and recruiters to enhance the efficiency of hiring processes
- ◆ Identified, sourced, and hired over 45+ candidates per year and collaborated with client organizations to evaluate labor needs, HR processes, and onboarding procedures