SANELA ABRAMUŠIĆ

HUMAN RESOURCES RECRUITMENT COORDINATOR

CONTACT

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Pocatello, ID 📍

[LinkedIn] 🔗

[GitHub] 🔗

EDUCATION

Diploma
Twin Falls High School
2017 - 2021
Twin Falls, ID
GPA: 3.8

Relevant courses
Psychology
Macroeconomics

SKILLS

HR Software (Oracle, TriNet)
Interviews
Employee Retention
People Management
Recruitment
Legal Terminology
Innovative Solutions

HOBBIES & INTERESTS

Certified Yoga Instructor
Salsa Dance Volunteer for Assisted Living Center Activities

WORK EXPERIENCE

HR Recruitment Coordinator

Idaho State University

May 2021 - current / Pocatello, ID

- Headed new talent acquisition and recruitment processes for over 65 new full-time hires
- Coordinated with leadership on recruitment strategies, development plans, performance management, and employee engagement to improve retention rates by 16%
- Assisted with new employee onboarding and ensured completion of all pre-employment forms within 96 hours
- Encouraged a data-driven culture and coordinated 90% of recruitment phases
- Assessed job requirements, posting job descriptions on internal site and job boards, like Indeed and Glassdoor, leading to 44 full-time hires

HR Department Intern

WinCo Foods

October 2020 - April 2021 / Twin Falls, ID

- Collaborated with 6 HR employees to manage benefits for 220+ WinCo employees
- Conducted employee onboarding and helped organize over 90 hours of training and development initiatives
- Scheduled interviews for candidates across 17 roles

Recruitment Project Lead

WinCo Foods

July 2020 - September 2020 / Twin Falls, ID

- Spearheaded recruitment project to increase hiring rates by 38% to keep up with pandemic demand
- Established 4-member team to craft flyers, website postings, and career events that resulted in a 60% increase in job applicants

Interview Analysis

WinCo Foods

May 2020 - July 2020 / Twin Falls, ID

- Analyzed interview videos, questions, and qualifications to assess predictive qualities of employees with higher retention, saving the company $300K annually in training
- Developed list of 24 primary and follow-up interview questions, providing data on the effectiveness of soliciting information