



Professional Summary

Highly motivated and results-driven Recruiter with over 7 years of experience in talent acquisition and full-cycle recruitment across diverse industries. Proven ability to source, attract, and retain top talent through innovative strategies and strong candidate relationships. Committed to optimizing hiring processes and contributing to organizational growth by building exceptional teams.

Work Experience

Senior Recruiter

January 2021 - Present

Veridian Solutions, Austin, TX

- Led full-cycle recruitment for critical roles, including sourcing, interviewing, and offer negotiation.
- Developed and implemented innovative recruitment strategies to attract diverse talent pools.
- Managed relationships with hiring managers, providing guidance on market trends and talent insights.

Recruiter

June 2017 - December 2020

Apex Talent Group, Dallas, TX

- Managed a portfolio of clients to identify staffing needs and deliver qualified candidates.
- Conducted in-depth candidate screenings and interviews to assess skills and cultural fit.
- Leveraged Applicant Tracking Systems (ATS) and CRM tools for efficient candidate management.

Junior Talent Acquisition Specialist

August 2015 - May 2017

Global Connect Staffing, Houston, TX

- Assisted senior recruiters with candidate sourcing, resume screening, and interview scheduling.
- Managed job postings on various platforms and maintained candidate databases.
- Participated in career fairs and university recruitment events.

Contact

jose.rikhof@email.com
+1 (555) 123-4567
Austin, TX
linkedin.com/in/joserikhof-recruiter

Skills

Talent Acquisition, Full-Cycle Recruitment, Candidate Sourcing, Applicant Tracking Systems (ATS), Interviewing, HR Software, Relationship Management, Employer Branding, Negotiation, Diversity & Inclusion

Education

Bachelor of Business Administration in Human Resources
State University of Texas, Austin, TX
Graduated: 2015

Languages

English (Native)
Spanish (Professional Working Proficiency)