

# Catherine Gayaldo

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## **Chan Zuckerberg Initiative, Palo Alto, CA**

November 2016 - Present

### Recruiting Operations

- Heavy calendar management for onsite interviews, video interviews, and phone interviews
- Project Manager for Grace Hopper and Code 2040 conferences
- Planned team offsite events, ordered gear + supplies, booked travel, managed reimbursements
- Oversee University Recruiting (hired 3 technical interns) and intern program management
- Extensive resume screening, technical and non-technical
- Full-cycle recruiting for senior paralegal and two operations coordinators
- Assist in sourcing and interviewing recruiters + recruiting coordinators

## **Tesla, Fremont, CA**

January 2016 - November

2016

### Recruiting Coordinator

- Support five recruiters by scheduling interviews (85-120 interviews/week) and hosting candidates who come onsite
- Assist the U.S and Canada Sales Recruiting team in sourcing new candidates through the internal applicant system and career fairs; one sales hire
- Play a crucial role in planning interviews by reserving rooms, coordinating availability, and solving any issues that come with last minute changes
- Manage four projects to improve processes for NDA collection, onsite interview experience, and reaching out to candidates
- Coordinate for the sales, marketing, and retail development recruiting teams

## **Internships**

San Mateo County District Attorney, *Redwood City, Ca*

January 2015 - May 2015

Office of Assemblyman Tom Ammiano, *San Francisco, Ca*

June 2014 - August

2014

Native Trails, *San Luis Obispo, California*

June 2013 - August

2013

## **Education**

San Francisco State University

Bachelor of Arts in Communication Studies, December 2015

Major GPA: 3.91; Cumulative GPA: 3.55