

John Doe

Technical Recruiter

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Summary

Highly motivated and results-oriented Technical Recruiter with 5+ years of experience in full-cycle recruitment within the technology sector. Proven ability to source, attract, and hire top-tier talent for diverse technical roles. Adept at building strong relationships with both candidates and hiring managers. Possess strong communication, problem-solving, and time-management skills, with a passion for connecting the right people with the right opportunities.

Experience

ABC Tech Solutions, San Francisco, CA

Senior Technical Recruiter | 2018 - Present

- Managed full-cycle recruitment process for various technical roles, including software engineers, data scientists, and network administrators.
- Sourced candidates through multiple channels, including LinkedIn, job boards, and networking events.
- Conducted technical interviews and assessments to evaluate candidates' skills and qualifications.
- Collaborated with hiring managers to understand their needs and develop effective recruitment strategies.
- Successfully placed over 150+ candidates in technical positions.
- Implemented a new applicant tracking system (ATS) that improved efficiency by 20%.
- Developed and delivered training programs for junior recruiters.
- Consistently exceeded quarterly hiring targets by an average of 15%.
- **Key Achievement:** Reduced time-to-fill critical engineering roles by 30% through proactive sourcing and pipeline management.

XYZ Staffing Agency, San Jose, CA

Technical Recruiter | 2016 - 2018

- Sourced and screened candidates for contract and permanent technical positions.

- Conducted initial phone screens and in-person interviews.
- Maintained relationships with candidates and clients.
- Negotiated salaries and benefits packages.

Education

San Jose State University, San Jose, CA

Bachelor of Science in Human Resources Management | 2012-2016

Skills

- Applicant Tracking Systems (ATS): Greenhouse, Lever, Taleo
- Sourcing Tools: LinkedIn Recruiter, Boolean Search
- Technical Skills: Familiarity with Java, Python, JavaScript, Cloud Technologies (AWS, Azure), Databases.
- Interviewing Techniques: Behavioral, Technical
- Communication Skills: Excellent verbal and written communication skills. Able to clearly and concisely convey information to candidates and hiring managers.
- Problem-Solving Skills: Proven ability to identify and resolve complex recruitment challenges. Able to think creatively to find solutions that meet the needs of both candidates and clients.
- Relationship Building: Strong interpersonal skills with the ability to build rapport and trust with candidates and hiring managers.
- Time Management: Highly organized and able to prioritize multiple tasks effectively. Demonstrated ability to meet deadlines in a fast-paced environment.
- Negotiation Skills: Successfully negotiated salaries and benefits packages to attract top talent.
- Data Analysis: Experience using data to track recruitment metrics and improve processes.

Professional Development

- Certified Technical Recruiter (CTR)
- SHRM Certified Professional (SHRM-CP)

Awards and Recognition

- Employee of the Year, ABC Tech Solutions (2020, 2022)
- Top Recruiter Award, XYZ Staffing Agency (2017)