

## Talent Acquisition Manager

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## Profile

Dynamic Talent Acquisition Manager with over 7 years of experience in full-cycle recruiting. Skilled in sourcing, interviewing, and hiring top talent in competitive markets. Expertise in developing recruitment strategies, managing recruitment teams, and ensuring a positive candidate experience from start to finish.

## Professional Experience

### Talent Acquisition Manager

Innovative Solutions, Los Angeles, CA

April 2018 – Present

Lead the recruitment team in sourcing and hiring top talent for roles across various departments, increasing talent acquisition efficiency by 30%.

Developed and implemented a streamlined recruitment process, reducing time-to-hire by 25%.

Cultivate relationships with hiring managers to understand their needs and ensure alignment with organizational goals.

Manage job boards, recruiting software, and ATS (Greenhouse, iCIMS) to track candidates and monitor hiring trends.

Conduct training for hiring managers on interview techniques, diversity, and best practices in talent acquisition.

### Senior Recruiter

Bright Horizons Consulting, Los Angeles, CA

August 2014 – March 2018

Recruited for positions across IT, marketing, and finance, successfully filling over 50 high-level positions in a year.

Partnered with leadership to develop job descriptions, set hiring criteria, and create targeted recruitment campaigns.

Utilized social media, networking events, and job fairs to source diverse talent.

Provided candidates with an excellent experience by guiding them through the interview process and providing feedback.

#### Education

Bachelor of Science in Business Administration

University of Southern California, Los Angeles, CA

2010 – 2014

#### Certifications

SHRM-CP (Certified Professional)

AIRS Certified Diversity and Inclusion Recruiter

#### Skills

Full-Cycle Recruiting

ATS & Recruiting Software (iCIMS, Greenhouse)

Interviewing & Candidate Assessment

Employee Onboarding

Employer Branding

Diversity & Inclusion