

# Rembrand Pardo

Recruiter | Technical Recruiter | Human Resources Specialist | Interviewer  
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Strategic and results-driven multilingual professional with a diverse background in talent acquisition, recruitment strategy, and employee relations. Adept at sourcing top talent, conducting interviews, and implementing HR policies to enhance workforce performance. Experienced in leveraging HR analytics, applicant tracking systems, and structured interview techniques to build high-performing teams. Strong ability to align recruitment strategies with business objectives to drive company success.

## Experience

### Nebula, Provo

#### Product Manager

10/2024 – Present

- Lead end-to-end recruitment and onboarding processes, enhancing workforce quality and reducing time-to-hire by 20%.
- Conduct structured interviews and behavioral assessments to ensure alignment with company culture and role requirements.
- Develop and implement applicant tracking systems (ATS) to streamline hiring workflows and improve candidate experience.
- Spearhead employer branding initiatives, utilizing AI-driven recruitment marketing to attract top talent.
- Design and conduct workforce planning and talent gap analysis, ensuring proactive talent acquisition.

### Nebula, Provo

#### Project Manager / HR Specialist

09/2022 – 10/2024

- Managed onboarding programs that enhanced new hire retention and reduced ramp-up time by 30%.
- Conducted technical interviews, evaluating candidates' coding abilities and problem-solving skills.
- Implemented hiring strategies that reduced technical hiring cycles by 25%.
- Managed employee relations, conflict resolution, and performance management initiatives to foster a positive work environment.
- Facilitated training and development programs to upskill employees and improve overall workforce productivity.

### Pico Labs, Provo

#### Software Engineer Project Lead / Technical Recruiter

08/2022 – 04/2023

- Assisted in employer branding by improving job descriptions and optimizing candidate outreach.
- Conducted technical interviews, ensuring candidate alignment with project needs and organization values.
- Managed stakeholder communication, ensuring clarity and alignment between business goals and engineering execution.
- Partnered with hiring managers to define job requirements and attract top technical talent.
- Assessed skill levels using structured competency frameworks to maintain high recruitment standards.

### Magnum Byte, San Francisco, CA

#### Project Manager Intern

01/2020 – 02/2021

- Worked with HR teams to implement best practices in recruitment and employee assessment.
- Conducted performance evaluations and developed strategies to enhance employee efficiency.
- Assisted with interviews and candidate evaluations, ensuring top-quality hires.
- Organized training sessions for new hires, improving employee onboarding experiences.

### Brigham Young University, Provo

#### Concession Stand Manager

04/2019 – 12/2019

- Conducted interviews and assessments to evaluate team member performance and align with strategic goals.
- Created and analyzed detailed performance reports, enhancing transparency and supporting data-driven HR decisions.

## **Salt Lake Community College, Salt Lake City**

### ***Office & Recruitment Specialist***

05/2017 – 05/2018

- Conducted candidate assessments and behavioral interviews to evaluate qualifications and cultural fit.
- Led student recruitment initiatives, increasing applications by 20% through targeted outreach.
- Organized career fairs and networking events to connect students with potential employers.
- Developed onboarding programs, ensuring new hires integrated smoothly into the organization.
- Provided career counseling and resume workshops to job seekers.
- Streamlined administrative and HR processes, improving workflow within the department.

## **Universitat Politècnica de Catalunya, Barcelona**

### ***Administrative Office Specialist***

09/2014 – 12/2015

- Managed employee records, payroll, and benefits administration, ensuring compliance with HR policies.
- Conducted training sessions on HR policies and procedures to support staff development.
- Handled highly sensitive and confidential information including research.
- Provided HR support by assisting with hiring, onboarding, and employee engagement activities.
- Oversaw administrative functions, including scheduling, record-keeping, and procurement management.

## **Education**

### **Bachelor of Science in Computer Science, Provo**

Brigham Young University

09/2019 – 04/2023

- Emphasis in Software Engineering and Business Management
- Minor in Mathematics
- GPA 3.8

### **Associates of Science in Business Management, Salt Lake City**

Salt Lake Community College

09/2017 – 04/2019

- GPA 3.87 (High Honors)
- Member of Phi Theta Kappa Honor Society (maintained 3.50 GPA throughout all semesters)

## **Volunteering Experience**

### **The Church of Jesus Christ of Latter-day Saints, Malaga**

#### ***Volunteer Representative***

09/2012 – 08/2014

- Led monthly training meetings to instruct 50+ volunteers on organizational goals and leadership.
- Oversaw volunteer work in 7 major cities throughout Spain.
- Conducted performance evaluations and implemented improvement strategies.
- Carried a 90+ hour weekly schedule for 24 months.

## **Skills**

- **Proficient:** Full-Cycle Recruiting & Talent Acquisition, Interviewing & Candidate Assessment, Applicant Tracking Systems (ATS), Behavioral & Technical Interviewing, Employer Branding & Recruitment Marketing, HRIS & Workforce Planning, Employee Onboarding & Retention Strategies, Strategic Talent Management, HR Analytics, MS Word, Excel, Windows, and Outlook, Google Docs, Teams, Adobe Analytics, Atlassian.
- **Moderate:** HRIS, LinkedIn Recruiter, Greenhouse ATS, Workday, BambooHR, Lever, Lucid Chart, ADA guidelines and FTA regulations, Labor Relations, Canva, Salesforce, HubSpot, Tableau, DocuSign, Sharepoint, Zendesk.
- **Beginner:** OnePlan, Google Ads, Social Media Ads, Legal Assistance, Embedded Technologies, Employer Branding, Figma.
- **Languages:** English (Fluent), Spanish (Fluent), Catalan (Fluent)

## **Certifications**

American Staffing Association Corporate Recruiting Professional Certificate (LinkedIn)	06/2024 – Present
Human Resources: Using Metrics to Drive HR Strategy (LinkedIn)	06/2024 – Present
Administrative Human Resources Certification (LinkedIn)	05/2024 – Present
Corporate Finance Foundations Professional Certificate (CFI)	05/2024 – Present
Project Resource Management (LinkedIn)	04/2024 – Present
Managing Projects with Microsoft 365 (LinkedIn)	03/2024 – Present