Xian Klein
IT Technical Recruiter

As an IT Technical recruiter with 5+ years of experience seeking a challenging role in a fast-paced tech company. Proven ability to source, screen, and interview top talent, as well as build and maintain relationships with key stakeholders. Expertise in the full recruitment lifecycle, from job analysis to onboarding. Passionate about helping companies find the right people to build high-performing teams.

Work Experience

2021 Apr – 2022 Jul
Knewton | U.S – Talent Acquisition Specialist
- Sourced, screened, and interviewed over 1,000 candidates for technical roles, including software engineers, data scientists, and generative AI engineers.
- Identified gaps in the interview funnel and rewrote job ad content to better reflect talent trends, reducing time-to-hire by 43%.
- Collected job requirements and posted job descriptions on the company website and social media, as well as job boards such as Indeed and Glassdoor, resulting in 12 full-time hires.

2020 Apr – 2021 Feb
Convergence Info-Tech Inc. | Remote – Technical Recruiter
- Networked with candidates online using tools such as LinkedIn, Connectifier, Monster, Dice, and Indeed, building a strong pipeline of qualified candidates.
- Reviewed over 1,300 applications for management positions and ranked candidates based on technical capabilities and experience.
- Updated interview procedures by implementing clear objective and increasing training time, resulting in a 41% increase in employee retention.
- Created and posted 526 job descriptions on 7 job boards, including LinkedIn, Glassdoor, Indeed and ZipRecruiter, ensuring that the company's open positions were visible to a wide range of potential candidates.

2017 Apr – 2019 Jan
Digitix PTE. LTD | Singapore – Recruiting Assistant
- Created and posted job ads, scheduled interviews, and managed pre-employment drug screenings and background checks for over 500 new hires, ensuring that the company was only hiring qualified and trustworthy employees.
- Administered benefits for over 500 employees, including COBRA, reporting, leave administration, and workers compensation, ensuring that employees had access to the benefits they were entitled to.
- Assisted 4 managers in determining training needs, and collaborated to find solutions for those needs, helping to improve employee performance and satisfaction.
- Entered new hire information, terminations, and processed employee changes and updates into HRIS, ensuring that the company's HR system was accurate and up-to-date.

Education

Bachelor's Degree of Arts

Peking University

2010 Sep – 2014 June

Skills

- Scientific knowledge and technical recruiting skills (Software engineer, Full Stack Developer, Data scientist, etc)

- Relationship building

- Communication and interpersonal skills

- Negotiation and conflict resolution skills

- Project management and organization skills

- Proficiency in recruiting software and tools

- Multi-language (English, Chinese)

Contact

Celancer189@gmail.com

+1 (406) 272-0220

Dobrogoszcz 15, Poland, gmina Strzelin