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Profile

Experienced HR professional with a decade of experience in human capital management and talent acquisition rate. Proven track record of growing teams with positive hires with minimal turnover.

Professional Experience

Corporate Recruiter, MediaNow, Detroit, MI

January 2017 - present

- List new job openings on Indeed, LinkedIn, and social media platforms to attract attention for hiring positions
- Review applications submitted through ATS recruiting site and determine potential opportunity for hiring managers
- Conduct phone interviews as an initial screening step for all open positions
- Stay in communication with applicants and those going through the interview process
- Review and update information in the applicant tracking system

Agency Recruiter, Denison University, Granville, OH

January 2012 - December 2016

- Recruited both candidates and employers and fostered relationships to ensure ongoing business
- Solicited resumes from agency candidates and entered them into management software
- Parsed resumes to attempt to pair candidates in databases with newly posted openings
- Communicated with candidates about opportunities and performed phone screens
- Interviewed candidates on-site before passing on resumes to hiring managers

Education

Bachelor of Arts, English Language and Literature

University of Michigan, Ann Arbor, MI, August 2006 to May 2010

Key Skills

- Resume review
- Interviewing
- ATS software
- Strong communication skills