

**Jane Dee**  
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## Profile

Experienced HR professional with nearly 10 years of experience in employee hiring and onboarding. Skilled in reducing turnover, increasing retention, and boosting morale through successful recruiting strategies. Ready to bring experience and drive for success to further internal recruiting strategy and development.

## Professional Experience

### **Senior Recruiter, ABC BPO, Inc, Newark, NJ**

*January 2017 - present*

- Develop and oversee talent acquisition strategy, including creating and implementing guidelines for marketing and hiring
- Manage junior recruiters, including offering guidance on strategy and providing training on key points of service
- Create hiring strategies with department leads, including identifying criteria and determining hiring time lines
- Screen resumes and make decisions about candidates to pass on to hiring managers
- Conduct phone interviews as an initial screening step in evaluating candidates

### **Recruiter, A&B Advertising, New York, NY**

*January 2012 - December 2016*

- Managed use of ATS systems, including posting jobs, managing incoming resumes, and screening candidates
- Interviewed candidates via phone and in person as a part of the evaluation process
- Facilitated the successful hire of 36 employees, 32 of whom stayed in their roles for over one year
- Partnered with senior staff to create a retention plan that reduced turnover by 7%
- Oversaw the implementation of a new ATS system, streamlining hiring and improving efficiency in the interview process

## Education

### **Bachelor of Arts, Human Resource Management**

*Rutgers University, Rutgers, NJ, August 2007 to May 2011*

## Key Skills

- Resume review
- Interviewing
- ATS software
- Strong communication skills
- Report generation and analysis
- Turnover mitigation strategies