



Alexis Allwood

Energetic recruiting professional with over seven years of experience. Skilled at matching employers' needs with the skills and goals of new hires and candidates for internal promotion. Fluent in industry-standard recruiting software. Able to take a company's culture into consideration while assessing potential employees.

100 First Street, Durham, NC
27715
a.allwood@email.com
(123) 456-7890

Professional Experience

Talent Recruiter

Salient Software, Durham, NC November 2015 - Present

- Discuss and develop job descriptions and postings with senior management
- Manage job postings, often 10 or more at a single time, and monitor responses from applicants
- Coordinate and conduct interviews that take place over the phone, on-site, or via videoconferencing
- Closely evaluate the abilities and cultural fit of potential hires who progress to later rounds of the selection process, then make recommendations to senior management
- Prepare and review relevant documentation, including offer letters

Junior HR Associate

Saratoga Solutions, Durham, NC July 2012 - October 2015

- Oversaw the adoption of Breezy recruiting software, streamlining the hiring process
- Conducted initial background checks on applicants
- Increased the one-year retention rate of new hires by 25%

Education

Bachelor of Science in Human
Resources Management
Durham School Of Business, Durham, NC
September 2008 - June 2012

Key Skills

- Written and verbal communication
- Evaluation of potential and current employees' career paths and desires
- Use of Microsoft Office suite
- Use of Breezy, ZipRecruiter, Oracle Cloud, and other talent-recruitment and management platforms

Certifications

- Professional Credential in Human Resources, HR Certification Board, 2018
- Certificate of Talent Evaluation, HR Society, 2020