

JESSICA LANG

123 Pine Brook Dr, Miami, FL 12345
jessicalang@example.com
(123) 456-7890

A Talent Acquisition Specialist with entry-level experience, specializing in recruiting, employee onboarding, HR administration, and applicant tracking systems (ATS). Adept at leading recruiting initiatives to identify, select, and acquire quality candidates to drive organizational growth.

PROFESSIONAL EXPERIENCE

TALENT ACQUISITION SPECIALIST

Home Sales Consulting, Miami, FL | May 2021 – Present

- Coordinate with hiring managers to develop and execute recruitment initiatives to source new talent for the sales department, resulting in an increase from 25 to 50 team members over the course of one year
- Interface with the sales team to identify position requirements, create job postings on internal and external websites, and screen resumes throughout the hiring cycle
- Manage and maintain the applicant tracking system (ATS), including selecting appropriate keywords to match the organization's needs

HR ASSISTANT

Clear Energy Inc., Miami, FL | May 2020 – May 2021

- Collaborated with the HR department to support recruiting efforts for the expansion of the sales organization, which included applicant screening and interview scheduling
- Created employee onboarding materials and documentation on benefits, compensation, terms of employment, and company work culture

EDUCATION

BACHELOR OF SCIENCE (B.S.) HUMAN RESOURCES

University of Florida, Gainesville, FL | September 2016 - May 2020

KEY SKILLS

- Talent Acquisition
- Recruiting
- HR Administration
- Employee Onboarding
- Microsoft Office Suite

CERTIFICATIONS

- Associate Professional in Human Resources (aPHR), HRCI, 2021