

JOHN BERGSEN

123 Bridge Street, Boston, MA 12345 johnbergsen@example.com (123) 456-7890

A Talent Acquisition Specialist with five years of experience, specializing in talent recruitment, HR management, sourcing strategies, and employee engagement. A proven track record of leading high-impact recruitment initiatives and developing dynamic HR programs to enhance employee engagement and improve retention of top talent.

EDUCATION

BACHELOR OF SCIENCE (B.S.) HUMAN RESOURCES

Boston College, Boston, MA
September 2012 - May 2016

KEY SKILLS

- Talent Acquisition
- Recruitment
- Employee Retention
- Sourcing Strategy
- HR Leadership

CERTIFICATIONS

- Senior Professional in Human Resources (SPHR), HRCI, 2021
- Associate Professional in Human Resources (aPHR), HRCI, 2016

PROFESSIONAL EXPERIENCE

TALENT ACQUISITION SPECIALIST

Data Analytics Consulting Firm,
Boston, MA
May 2018 – Present

- Lead all aspects of talent acquisition throughout the recruitment life cycle, including developing sourcing strategies, identifying candidates, and creating job descriptions
- Identify, source, and secure over 50 new hires to support long-term growth objectives and ensure compliance with contractual agreements, enabling the firm to acquire and retain eight new enterprise client accounts valued at \$800K-\$3M
- Perform pre-screening calls with applicants, execute behavioral-based interviews, and develop interview materials to aid hiring managers in selecting and identifying top talent

TALENT ACQUISITION SPECIALIST

Ultima Software Corp., Boston, MA
May 2016 – May 2018

- Managed and executed recruiting activities to achieve hiring goals for the expansion of the software development and quality assurance departments, which included liaising with department heads to establish job requirements based on business objectives
- Sourced, selected, and acquired 30+ new hires over a two-year period, which included creating postings on the company website, external job boards, and LinkedIn