



Christian Armstrong

Corporate Recruiter

☎ (614) 555-0182 ✉ christian.armstrong@example.com

🌐 linkedin.com/example/christianarmstrong 📍 Columbus, OH 43215

STRENGTHS

- 🔍 **Sourcing Strategy**
Built targeted searches through job boards and professional networks. Hiring leaders gained stronger candidate options during difficult searches.
- ♥️ **Candidate Care**
Improved recruiting communication across active searches. Candidates received clearer updates, and teams noticed smoother engagement.
- 💬 **Interview Judgment**
Used structured interviews and documented evaluations. Hiring partners gained more consistent information for selection decisions.
- ♥️ **Recruiting Analytics**
Prepared pipeline reports and reviewed activity trends. Conversations shifted from guesswork toward practical staffing decisions.
- 👥 **Stakeholder Partnership**
Worked closely with hiring managers and HR partners. Complex intake discussions became clearer, more focused, and easier to act on.

SKILLS

Full Cycle Recruiting

Applicant Tracking Systems

Candidate Sourcing Interviewing

Recruiting Analytics Job Boards

Social Recruiting HR Compliance

Stakeholder Communication

University Recruiting

Hiring Reports

Compensation Practices

SUMMARY

Talent acquisition professional with six years of experience supporting **full cycle recruiting** across corporate functions, operational teams, and specialized business groups. Builds practical sourcing plans through **applicant tracking systems**, job boards, **professional networks**, social media, and university channels. Partners with hiring leaders and HR teams to clarify **workforce needs**, assess candidates, guide interviews, and support sound hiring decisions. Maintains accurate applicant records, prepares staffing reports, monitors pipeline trends, and applies compliant employment practices throughout recruiting cycles. Brings clear communication, organized execution, analytical judgment, and steady relationship management to candidate engagement and stakeholder support. Experience with compensation discussions and early career outreach adds useful context for business hiring needs. Ready to contribute disciplined recruiting operations and a positive candidate experience in a people focused organization.

EXPERIENCE

Senior Recruiter

NorthBridge Staffing Group 📅 March 2023 - Present 📍 Columbus, Ohio

Leads **full cycle recruiting** for corporate and operational positions, guiding intake, sourcing, interviewing, selection, offer coordination, reporting, and candidate communication. Partners with hiring managers and HR stakeholders while improving pipeline visibility and consistent hiring practices.

- Led corporate recruiting intake sessions, translating **workforce needs** into focused **candidate sourcing** plans.
- Built job board and social recruiting campaigns, expanding qualified pipelines for operational positions.
- Structured **interviews** with **hiring leaders**, improving evaluation consistency and candidate selection decisions.
- Maintained applicant tracking records and pipeline reports, giving stakeholders clearer staffing visibility.
- Strengthened candidate communication workflows, creating steadier engagement across recruiting cycles.
- Analyzed recruiting metrics with **HR partners**, identifying practical process improvements for hiring teams.

Recruiter

Lakeview Human Resources Solutions 📅 July 2020 - February 2023 📍 Dayton, Ohio

Supported recruiting campaigns across **multiple disciplines**, managing candidate sourcing, screening, **university outreach**, applicant records, reporting, stakeholder guidance, and compliant documentation. Helped internal partners improve pipeline development and candidate experience through organized recruiting support.

- Supported multidisciplinary recruitment campaigns, moving qualified applicants through screening and interview coordination.
- Managed applicant tracking records, preserving accurate data for **hiring reports** and staffing reviews.
- Built university relationships, supporting early career outreach and stronger candidate pipelines.
- Prepared recruiting activity reports, helping stakeholders identify pipeline trends and sourcing gaps.
- Advised internal partners on sourcing approaches, interview preparation, and **candidate experience** practices.
- Applied **employment compliance** guidelines during screening, documentation, and applicant **communication** activities.

Candidate Experience

Relationship Management

Workforce Planning

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Senior Recruiter at NorthBridge Staffing Group (3.5 Years)

● Recruiter at Lakeview Human Resources Solutions (2.6 Years)

PROJECTS

University Recruiting Outreach 📅 2022

Partnered with university contacts and internal stakeholders on an early career outreach effort. Coordinated communication, candidate review, and follow up so students received a clear and respectful recruiting experience.

Recruiting Pipeline Reporting 📅 2024

Created a practical reporting workflow for recruiting activity and pipeline review. Shared clearer information with hiring partners, helping teams discuss sourcing progress and next actions with greater confidence.

LEADERSHIP & AWARDS

- Recognized by recruiting leadership for dependable candidate communication and organized hiring support.
- Selected as a trusted recruiting partner for sourcing guidance, interview preparation, and pipeline review.
- Praised by stakeholders for accurate applicant records and clear staffing reports.

EDUCATION

Bachelor's Degree in Business Administration

Ohio State University 🎓 GPA: 3.5 📅 2020 📍 Columbus, Ohio

Coursework: Human resources management, organizational behavior, business analytics, employment law

CERTIFICATIONS

- LinkedIn Learning Talent Acquisition Foundations 📅 2024
- SHRM Talent Acquisition Specialty Credential 📅 2024

TECHNICAL SKILLS

- **Applicant Tracking Systems:** Applicant tracking systems, candidate records, recruiting workflows
- **Sourcing Channels:** Job boards, professional networks, social media
- **University Recruiting:** University outreach, campus recruiting, early career programs
- **Interviewing Tools:** Structured interviews, candidate screening, evaluation documentation
- **Recruiting Analytics:** Pipeline reports, staffing metrics, trend analysis
- **Candidate Engagement:** Candidate communication, interview coordination, offer coordination
- **Hiring Operations:** Intake meetings, selection support, workforce needs
- **Compliance Practices:** Employment compliance, screening documentation, consistent hiring practices
- **Compensation Knowledge:** Compensation discussions, benefits awareness, offer support
- **Recruiting Communications:** Hiring manager consultation, HR partnership, stakeholder communication

PROFESSIONAL AFFILIATIONS

- Society for Human Resource Management, professional human resources community.
- Columbus HR Association, local talent acquisition and workplace network.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST