

ALESSANDRA BENNETT

HIGH VOLUME RECRUITER, TALENT ACQUISITION

📞 (608) 555-4821 ✉ alessandra.bennett@example.com

🌐 [linkedin.com/example/alessandrabennett](https://www.linkedin.com/example/alessandrabennett) 📍 Madison, WI 53703

STRENGTHS

- 🏗️ **Pipeline coordination**
Kept several searches moving through organized ATS records and clear updates. Hiring partners knew where each candidate stood.
- ❤️ **Candidate care**
Consistent interview updates helped applicants feel informed. Small communication habits made scheduling smoother for everyone.
- 👥 **Hiring partnership**
Asked focused intake questions before sourcing. That approach gave managers clearer candidate groups and more useful market insight.
- 📊 **Recruiting analytics**
Maintained practical reports on pipeline movement and search progress. Teams gained a clearer view of next steps.
- ⚙️ **Process improvement**
Documented recruiting workflows after spotting repeat issues. Colleagues found procedures easier to follow during busy periods.

SKILLS

Talent Acquisition
Applicant Tracking Systems
Recruiting Metrics
Candidate Sourcing
Human Resources
Social Media Recruiting
Interview Coordination
Candidate Communication

SUMMARY

Talent acquisition professional with experience supporting high volume recruitment programs, candidate pipelines, and hiring operations across fast paced environments. Skilled in **Applicant Tracking Systems**, sourcing strategies, recruitment metrics, candidate engagement, and stakeholder communication. Partners with hiring leaders to clarify workforce needs, define role requirements, and develop practical **sourcing approaches**. Reviews applicants, presents **qualified candidate groups**, supports compensation discussions, and shares market based recommendations. Maintains accurate records, timely communication, organized interview scheduling, and positive candidate experiences across multiple searches. Uses recruiting analytics and process documentation to support informed hiring decisions. Brings a consultative approach to recruiting operations and would contribute dependable coordination, thoughtful candidate care, and clear communication within a remote **talent acquisition** team.

EXPERIENCE

Recruiter, Talent Acquisition

BrightPath Recruiting 📅 March 2023 - Present 📍 Milwaukee, WI

Supports high volume recruiting programs from intake through placement, managing sourcing, applicant review, candidate communication, reporting, and offer coordination across multiple searches.

- Managed **recruiting cycles** through intake, sourcing plans, applicant reviews, and **candidate communication**.
- Built talent pipelines through ATS workflows, social media sourcing, and structured applicant evaluation.
- Partnered with hiring managers to clarify role requirements and share market based recommendations.
- Maintained **recruitment metrics** and reports tracking pipeline activity, candidate movement, and search progress.
- Supported **compensation discussions** through offer preparation, information review, and approval coordination.
- Improved **candidate engagement** through consistent updates and organized **interview scheduling**.

Recruiting Coordinator, Talent Acquisition

TalentBridge Services 📅 June 2021 - February 2023 📍 Green Bay, WI

Coordinated recruiting operations across multiple openings, supporting applicant review, ATS data quality, sourcing campaigns, interview logistics, reporting, and workflow documentation.

- Coordinated recruiting activity across multiple openings while maintaining accurate applicant records.
- Reviewed resumes against **role requirements**, helping recruiting teams advance qualified candidates.
- Prepared **hiring reports** and maintained **ATS data quality** for recruiting teams.
- Scheduled interviews and communicated process updates with **applicants** throughout hiring cycles.
- Supported sourcing campaigns and outreach for **hard to fill positions**.
- Documented recruiting procedures and workflow improvements for consistent team execution.

PROJECTS

High Volume Pipeline Reporting 📅 2025

Workforce Planning

Market Insights

Compensation Discussions

Pipeline Management

Applicant Evaluation

Hiring Operations

Recruiting Analytics

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Recruiter, Talent Acquisition at BrightPath Recruiting (3.5 Years)

● Recruiting Coordinator, Talent Acquisition at TalentBridge Services (1.7 Years)

Created a practical recruiting metrics workflow that organized pipeline activity, candidate movement, search progress, and hiring team updates. Clear reporting supported timely decisions and stronger communication.

Candidate Engagement Workflow 📅 2024

Improved candidate communication through organized interview scheduling, consistent status updates, and documented recruiting procedures. The approach supported a more dependable experience across multiple openings.

LEADERSHIP & AWARDS

- Recognized by recruiting partners for dependable coordination across multiple high volume searches.
- Trusted by hiring leaders for clear market based recommendations and organized candidate presentations.
- Selected as a go to resource for ATS data quality, recruiting reports, and workflow documentation.

EDUCATION

Bachelor of Business Administration

University of Wisconsin Green Bay 🎓 GPA: 0 📅 2021 📍 Green Bay, WI

Coursework: Human Resources, Recruiting Management, Business Communication, Organizational Behavior

CERTIFICATIONS

- LinkedIn Recruiting Certificate 📅 2024
- Recruiting Analytics Certificate 📅 2024

TECHNICAL SKILLS

- **Applicant Tracking Systems:** ATS workflows, applicant records, pipeline tracking
- **Sourcing Tools:** Social media sourcing, outreach campaigns, talent pipelines
- **Recruiting Analytics:** Pipeline metrics, hiring reports, search progress
- **Candidate Evaluation:** Resume review, applicant screening, structured evaluation
- **Interview Coordination:** Interview scheduling, status updates, calendar coordination
- **Candidate Communication:** Candidate updates, process communication, engagement workflows
- **Workforce Planning:** Workforce needs, intake discussions, role requirements
- **Compensation Support:** Compensation information, offer preparation, approval steps
- **Human Resources:** HR practices, recruiting workflows, process documentation
- **Talent Acquisition:** High volume hiring, candidate placement, hiring operations
- **Market Research:** Talent markets, market insights, market based recommendations
- **Reporting Tools:** Recruiting reports, ATS data quality, activity tracking

PROFESSIONAL AFFILIATIONS

- Human Resources professional focused on practical talent acquisition and candidate centered hiring operations.
- Recruiting community participant interested in sourcing strategy, workforce needs, and recruiting analytics.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST