

STRENGTHS

-  **Hiring Manager Partnership**
Intake conversations turn vague requests into clear search priorities, and hiring leaders gain confidence in each next step.
-  **Candidate Engagement**
Regular updates keep people informed through interviews and offers; candidates often respond well to straightforward communication.
-  **Pipeline Development**
A careful look at past ATS records revealed reengagement opportunities, giving recurring searches a stronger starting point.
-  **Search Organization**
Concurrent searches stay visible through clean notes and status tracking, making handoffs calmer when priorities shift.
-  **Market Informed Guidance**
Labor market information and compensation guidelines add useful context to offer discussions, helping hiring teams weigh options.
-  **Service Focus**
Timely follow through became a practical habit, and both recruiters and clients knew where each search stood.

SKILLS

- Recruiting

Sourcing

Screening

Intake meetings

Candidate delivery

Pipeline development

Candidate engagement

Offer support

ATS platforms

Social media tools

Recruiting metrics

Human Resources principles

SUMMARY

Talent acquisition recruiter with four years of experience across corporate and agency settings, managing full cycle searches from intake through offer support. Builds clear hiring manager partnerships by defining position requirements, sharing labor market information, and recommending practical sourcing approaches. Evaluates candidates, presents **qualified slates**, maintains active pipelines, and keeps communication timely throughout each search. Uses **Applicant Tracking Systems**, social media recruiting tools, structured screening methods, recruiting metrics, **compensation guidelines**, and sound Human Resources practices. Experience includes agency coordination, ATS administration, **candidate engagement**, interview scheduling, record accuracy, and workflow improvement across multiple concurrent searches. Brings organized judgment and service focused communication that helps hiring teams make informed decisions and helps candidates feel respected throughout recruitment.

EXPERIENCE

Recruiter

- Lakeshore Workforce Solutions  October 2024 - Present  Green Bay, WI
- Owns **full cycle recruiting** operations across intake, sourcing, screening, **candidate communication**, hiring manager coordination, and offer support. Maintains accurate records and reporting while improving repeatable workflows, protecting service quality, and supporting timely decisions across concurrent searches.
- Led **intake meetings** that clarified position scope, priorities, and hiring manager expectations for active searches.
 - Built sourcing plans using ATS records and social media channels, producing focused candidate **pipelines** for recurring needs.
 - Screened applicants against calibrated requirements, then presented qualified slates with concise evidence for hiring decisions.
 - Maintained candidate engagement through timely updates, **interview coordination**, and clear communication from outreach through **offer support**.
 - Reviewed recruiting records and metrics, identifying workflow issues and practical actions for stronger delivery consistency.
 - Improved repeatable recruiting workflows while preserving documentation quality, compliance expectations, and responsive service.

Talent Acquisition Coordinator, Recruiter

- Badger State Search Group  September 2022 - September 2024  Appleton, WI
- Supported agency recruiting delivery across client intake, candidate sourcing, **ATS administration**, screening coordination, hiring manager communication, and offer activity. Balanced several searches at once, kept records dependable, and helped clients receive timely candidate updates and well matched slates.
- Coordinated **agency** intake discussions that translated client needs into clear search priorities and **candidate evaluation** criteria.
 - Sourced candidates through ATS databases and social media recruiting tools, strengthening pipelines for varied client positions.
 - Reviewed **candidate profiles** and scheduled interviews, keeping clients informed through consistent search updates and timely follow through.
 - Maintained ATS records, activity notes, and recruiting reports so search progress remained visible and actionable.
 - Supported offer discussions with **market information** and **compensation guidelines**, helping clients assess candidate expectations responsibly.
 - Streamlined coordination workflows for concurrent searches, giving recruiters and hiring managers cleaner handoffs and fewer delays.

Compensation guidelines

Spanish Intermediate

A donut chart with a white center and a grey outer ring. The center contains the text "3.9" in a large, bold, black font, with "YEARS" in a smaller, black font directly below it. The grey ring represents approximately 80% of the total, while the white center represents the remaining 20%.

- Talent Acquisition
Coordinator, Recruiter at Badger
State Search Group (2 Years)

AVAILABLE ON REQUEST