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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 October 2024 - Present
Lakeshore Workforce Solutions 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 September 2022 - September 2024
Badger State Search Group 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.

PROJECTS

Candidate Pipeline Refresh 📅 2024

Reorganized recurring search pipelines through ATS record review, candidate reengagement, structured screening, and clearer status tracking. Work supported faster access to qualified profiles and more consistent communication across agency searches.

Recruiting Intake Framework 📅 2023

Created a practical intake approach for clarifying position specifications, search priorities, evaluation criteria, and communication expectations. Framework helped recruiters begin searches with stronger alignment and more focused sourcing plans.

LEADERSHIP & AWARDS

- Recognized by recruiting peers for dependable candidate communication and accurate ATS follow through during concurrent searches.
- Commended for translating hiring manager needs into clear search priorities and practical candidate delivery plans.
- Received positive client feedback for organized coordination, responsive updates, and thoughtful offer support.

EDUCATION

Associate of Applied Science in Human Resources

2022

Northeast Wisconsin Technical College GPA: 3.5

Green Bay, WI

Coursework: Human Resources principles, recruiting practices, employment law, organizational behavior

CERTIFICATIONS

- LinkedIn Learning, Talent Sourcing 📅 2023
- Human Resources Recruiting Foundations 📅 2022

TECHNICAL SKILLS

- **Applicant Tracking Systems:** ATS administration, candidate records, workflow tracking
- **Social Media Recruiting:** LinkedIn, social sourcing, recruitment marketing
- **Recruiting Metrics:** pipeline metrics, delivery metrics, activity reporting
- **Candidate Assessment:** profile review, structured screening, candidate evaluation
- **Talent Acquisition:** full cycle recruiting, talent pipelines, candidate delivery
- **Human Resources:** HR principles, hiring practices, employee relations
- **Hiring Manager Tools:** intake meetings, position calibration, search updates
- **Compensation Practices:** compensation guidelines, offer support, market data
- **Recruitment Operations:** interview coordination, workflow documentation, status tracking
- **Candidate Communication:** candidate engagement, timely updates, offer communication
- **Sourcing Methods:** database sourcing, social sourcing, recruitment marketing
- **Agency Recruiting:** RPO delivery, client searches, agency coordination

SKILLS

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|-------------------|------------------------|------------------------------|---------------------------|
| • Recruiting | • Candidate delivery | • ATS platforms | • Talent acquisition |
| • Sourcing | • Pipeline development | • Social media tools | • Market data |
| • Screening | • Candidate engagement | • Recruiting metrics | • Compensation guidelines |
| • Intake meetings | • Offer support | • Human Resources principles | |

PROFESSIONAL AFFILIATIONS

- LinkedIn Learning community, Talent Sourcing learner, 2023.
- Human Resources professional community, engaged in recruiting practice discussions and peer knowledge sharing.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST