



# AMELIA MOORE

## HR Recruiting Coordinator

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### PROFESSIONAL SUMMARY

Motivated HR Recruiting Coordinator with 2 years of experience in supporting recruitment processes and enhancing candidate engagement. Proficient in scheduling interviews, maintaining candidate communication, and ensuring effective onboarding. Focused on creating a streamlined hiring experience while collaborating with hiring managers to meet staffing goals.

### WORK EXPERIENCE

#### HR Recruiting Coordinator

📅 Mar / 2024-Ongoing

Quantum Solutions LLC

📍 Phoenix, AZ

1. Sourced and screened candidates for various roles in alignment with organizational needs.
2. Facilitated phone interviews for diverse positions including IT and Customer Service.
3. Ensured candidates met bilingual requirements and utilized behavioral interview techniques.
4. Participated in debrief meetings with hiring managers to discuss candidate evaluations.
5. Collaborated with HR Coordinator to ensure a seamless onboarding process for new hires.
6. Worked with HR Business Partners to address language barriers and enhance job competitiveness.
7. Coordinated travel logistics for candidates, including accommodations and transportation.

#### HR Recruiting Coordinator

📅 Mar / 2023-Mar / 2024

Cactus Creek Solutions

📍 Phoenix, AZ

1. Assisted Senior Recruiter in scheduling and organizing interviews with candidates and hiring managers.
2. Conducted onboarding sessions and safety training for new employees.
3. Provided daily support to recruitment team, facilitating new hire orientation and engagement.
4. Managed interview scheduling, ensuring availability of all parties involved.
5. Supported HR department with recruitment efforts, updating job postings and candidate logs.
6. Maintained organized recruitment files and updated candidate documentation regularly.

### EDUCATION

#### Bachelor of Arts in Human Resources

📅 Mar / 2022-Mar / 2023

University of Springfield

📍 Santa Monica, CA

Focused on human resource management, organizational behavior, and recruitment strategies.

### SKILLS

Technical Proficiency

Cultural Awareness

Phone Screening

Scheduling Software

Crm Software

Time Zone Coordination

### INTERESTS

🍴 Cooking

🎬 Film

🚴 Cycling

🏛 History

### STRENGTHS

✅ Accountability

😊 Enthusiasm

🔄 Adaptability

🔑 Tenacity

### LANGUAGES



English



Swahili



Arabic

### ACHIEVEMENTS

★ Successfully improved candidate onboarding satisfaction scores by 30% through streamlined processes.

★ Reduced time-to-fill for positions by 20% by optimizing recruitment workflows.