

# **AMELIA MOORE**

# **HR Recruiting Coordinator**

## 🔼 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

#### **Ouantum Solutions LLC**

■ Phoenix A7

- 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
- 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.

www.qwikresume.com

Los Angeles

(123) 456 7899

# SKILLS

Technical Proficiency

**Cultural Awareness** 

Phone Screening

Scheduling Software

Crm Software

Time Zone Coordination

# INTERESTS

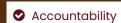
Cooking

Film

🕏 Cycling

iii History

# STRENGTHS



© 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.