

EMMA JOHNSON

HR Recruiting Coordinator

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PROFESSIONAL SUMMARY

Proactive HR Recruiting Coordinator with 2 years of experience in managing recruitment processes from sourcing to onboarding. Skilled in enhancing candidate interactions, coordinating interviews, and fostering collaboration with hiring managers. Dedicated to creating a seamless hiring experience that aligns with organizational talent acquisition goals.

WORK EXPERIENCE

HR Recruiting Coordinator 📅 Mar / 2024-Ongoing
Maple Leaf Consulting 📍 Toronto, ON

- 1. Developed comprehensive employee profiles and tailored resumes for recruitment needs.
- 2. Posted job openings across various platforms, increasing candidate visibility.
- 3. Coordinated interviews effectively, ensuring a smooth process for candidates and managers.
- 4. Conducted HR training sessions for new hires, enhancing their integration into the company.
- 5. Facilitated pre-employment education for new employees, improving readiness.
- 6. Assisted in identifying and screening candidates with relevant qualifications.
- 7. Supported interview processes, ensuring a positive experience for candidates.

HR Recruiting Coordinator 📅 Mar / 2023-Mar / 2024
Silver Lake Enterprises 📍 Seattle, WA

- 1. Developed innovative recruitment strategies utilizing social media and job boards to attract talent.
- 2. Prepared candidate materials, including resumes and cover letters, for presentation to hiring managers.
- 3. Conducted training for interviewers, equipping them with effective techniques for evaluating candidates.
- 4. Facilitated internal interviews to promote a culture of growth and opportunity.
- 5. Identified candidates with the potential for success within the organization, aligning skills with roles.
- 6. Collaborated closely with HR leadership to enhance recruitment initiatives.

EDUCATION

Bachelor of Science in Human Resources 📅 Mar / 2022-Mar / 2023
University of Illinois 📍 Seattle, WA

Focused on HR management, recruitment strategies, and organizational behavior.

SKILLS



ACHIEVEMENTS

- 🌟 Streamlined the interview scheduling process, reducing time-to-hire by 20%.
- 🌟 Implemented a new candidate feedback system, increasing response rates by 30%.
- 🌟 Enhanced onboarding program, resulting in a 25% increase in new hire satisfaction scores.