

# NOAH WILLIAMS

## Human Resources Recruiter III

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Los Angeles

www.qwikresume.com

### PROFESSIONAL SUMMARY

Experienced Human Resources Recruiter III with expertise in leveraging data analytics to optimize recruitment processes. Achieved a 25% improvement in candidate satisfaction scores through enhanced communication and engagement strategies.

### WORK EXPERIENCE

#### Human Resources Recruiter III

Pineapple Enterprises

May / 2019-Ongoing

Santa Monica, CA

1. Process, verify, and maintain personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications, and employee leaves of absence.
2. Request information from law enforcement officials, previous employers, and other references to determine applicants' employment acceptability.
3. Process and review employment applications to evaluate qualifications or eligibility of applicants.
4. Arrange for advertising or posting of job vacancies, and notify eligible workers of position availability.
5. Explain company personnel policies, benefits, and procedures to employees or job applicants.
6. Record data for each employee, including such information as addresses, weekly earnings, absences, amount of sales or production, supervisory reports on performance, and dates of and reasons for terminations.
7. Provide assistance in administering employee benefit programs and worker's compensation plans.
8. Interview job applicants to obtain and verify information used to screen and evaluate them.

#### Human Resources Recruiter

Lakeside Apparel Co

May / 2015-May / 2019

Chicago, IL

1. Performed general Human Resources functions such as compensation, wage and salary, fair employment practices, and other regulations regarding employment including performance reviews, disciplinary actions, and terminations of in-house employees.
2. Utilized HRIS System (ULTIPRO) Responsible for processing all Employment Referrals, Transfers, and promotions Main point of contact for all applicants, outside vendors and advertising contacts.

### EDUCATION

#### Bachelor of Arts in Human Resources Management

University of California

May / 2012 - May / 2015

Phoenix, AZ

Focused on recruitment strategies, employee relations, and organizational behavior.

### SKILLS

Human Resources



Talent Acquisition



Candidate Sourcing



Interviewing Skills



Data-Driven Recruiting



### INTERESTS

Technology

Gaming

Sports Coaching

Reading

### STRENGTHS

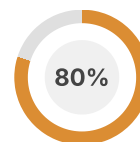
Accountability

Wisdom

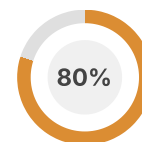
Flexibility

Willingness

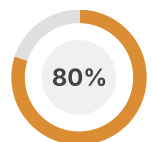
### LANGUAGES



English



Italian



Japanese

### ACHIEVEMENTS

Reduced time-to-fill positions by 30% through optimized recruitment strategies.

Increased candidate satisfaction scores by 25% via improved onboarding practices.

Developed a talent pipeline that resulted in a 50% increase in qualified candidates.