

CHARLOTTE HARRIS

Admissions And Recruiting Specialist

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PROFESSIONAL SUMMARY

Enthusiastic admissions and recruiting professional with two years of experience in candidate sourcing and engagement. Adept at enhancing recruitment processes through effective communication and relationship building, ensuring a positive experience for candidates and stakeholders. Committed to identifying top talent and supporting institutional growth through strategic outreach and recruitment initiatives.

WORK EXPERIENCE

Admissions And Recruiting Specialist 📅 Apr / 2024-Ongoing
Seaside Innovations 📍 Santa Monica, CA

1. Recruited, screened, and interviewed candidates for diverse roles across various sectors.
2. Consistently achieved high employee retention rates through effective onboarding processes.
3. Utilized multiple sourcing methods, including social media and job fairs, to attract candidates.
4. Conducted thorough background checks and reference verifications to ensure candidate suitability.
5. Generated detailed candidate reports to assist clients in making informed hiring decisions.
6. Provided ongoing support and coaching to temporary workers, enhancing their job performance.
7. Collaborated with clients to tailor recruitment strategies that meet their specific needs.

Recruiting Specialist 📅 Apr / 2023-Apr / 2024
Cactus Creek Solutions 📍 Phoenix, AZ

1. Collaborated with educational institutions to identify and recruit top teaching candidates.
2. Coordinated interviews between administrators and prospective teachers to ensure a smooth hiring process.
3. Maintained an organized database of potential candidates, tracking their progress and engagement.
4. Planned and executed two district job fairs annually, boosting candidate visibility.
5. Prepared and distributed offer letters to qualified candidates, facilitating the hiring process.
6. Networked with community organizations to identify local talent and enhance recruitment efforts.

EDUCATION

Bachelor of Arts in Communication 📅 Apr / 2022-Apr / 2023
University of California 📍 Seattle, WA

Focused on communication strategies and public relations, preparing for a career in recruitment and admissions.

SKILLS

Effective Communication



Diversity Hiring



Interview Techniques



Event Coordination



Database Management



Recruitment Software Proficiency



INTERESTS

🎮 Gaming

👜 Fashion

🎬 Film

💻 Technology

STRENGTHS

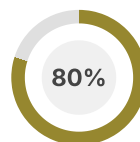
⚖️ Fairness

↔️ Flexibility

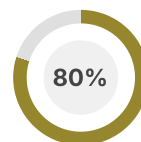
➡️ Forward-thinking

❤️ Gratitude

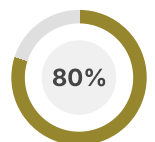
LANGUAGES



English



Italian



French

ACHIEVEMENTS

★ Successfully filled 50+ positions within a 3-month period, enhancing organizational capacity.

★ Increased candidate engagement by 30% through targeted outreach via social media.

★ Implemented a streamlined candidate tracking system, reducing processing time by 25%.