



# MIA TAYLOR

## Recruitment Specialist

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com

### 💡 SKILLS

Team Collaboration



Stakeholder Engagement



Talent Acquisition Strategy



Recruitment Metrics Analysis



Market Research For Talent Acquisition



Full-cycle Recruitment Management



### 📌 INTERESTS

- ★ Surfing
- 🌐 Martial Arts
- 👥 Community Service
- 📝 Blogging

### 👊 STRENGTHS

- ⌚ Patience
- 🏔️ Perseverance
- 📅 Planning
- ⚙️ Positivity

### 🗣️ LANGUAGES



### 🏆 ACHIEVEMENTS

- ★ Increased candidate quality by 30% through targeted sourcing initiatives.
- ★ Reduced time-to-fill positions by 25% by optimizing recruitment processes.

### 👤 PROFESSIONAL SUMMARY

Accomplished Recruitment Specialist with a decade of experience in driving effective talent acquisition strategies. Proven track record in enhancing recruitment processes through innovative sourcing and strong stakeholder engagement. Committed to aligning organizational goals with top-tier talent acquisition, ensuring a positive experience for candidates and hiring teams.

### 💻 WORK EXPERIENCE

#### Recruitment Specialist

📅 Apr / 2018-Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Led the development and execution of comprehensive recruitment strategies to meet organizational goals.
2. Directed employment branding initiatives, enhancing the company's image as an employer of choice.
3. Managed the full recruitment lifecycle, from sourcing and interviewing to offer negotiations and onboarding.
4. Collaborated with legal and executive teams to ensure compliance with employment laws and company policies.
5. Fostered strong partnerships with hiring managers to identify current and future staffing needs.
6. Established recruitment metrics to track effectiveness and improve overall talent acquisition strategies.
7. Reviewed and approved job descriptions to ensure alignment with market standards and organizational needs.

#### Recruitment Specialist

📅 Apr / 2015-Apr / 2018

Crescent Moon Design

📍 Portland, OR

1. Oversaw recruitment processes, providing strategic advice and training to hiring managers.
2. Enhanced recruitment metrics reporting to track key performance indicators and drive improvements.
3. Executed strategic recruitment plans in alignment with organizational objectives.
4. Facilitated candidate sourcing through various channels to attract diverse talent pools.
5. Collaborated with leadership to identify and reward high-performing employees, improving retention rates.
6. Conducted thorough reference checks to validate candidate qualifications and work history.

### 🎓 EDUCATION

#### Bachelor of Arts in Human Resources Management

📅 Apr / 2012 - Apr / 2015

University of Central Florida

📍 Toronto, ON

Focused on human resource strategies, employee relations, and organizational behavior.