

SKILLS

Team Collaboration

Market Research For Talent Acquisition

Full-cycle Recruitment Management

Stakeholder Engagement

9

Talent Acquisition Strategy

Recruitment Metrics Analysis

Apr / 2018-Ongoing

WidgetWorks Inc.

hiring teams.

MIA TAYLOR

Recruitment Specialist

www.awikresume.com

■ Denver, CO

1. Led the development and execution of comprehensive recruitment strategies to meet organizational goals.

🖂 support@qwikresume.com 📞 (123) 456 7899 💡 Los Angeles

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

PROFESSIONAL SUMMARY

WORK EXPERIENCE

Recruitment Specialist

- 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.

INTERESTS

🖈 Surfing

Martial Arts

Community Service

Blogging

STRENGTHS

Patience













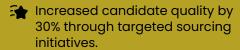


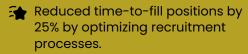
English

Dutch

Spanish

ACHIEVEMENTS





Recruitment Specialist

maps / 2015-Apr / 2018

Crescent Moon Design

■ Portland, OR

training to hiring managers. 2. Enhanced recruitment metrics reporting to track key

1. Oversaw recruitment processes, providing strategic advice and

- 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 highperforming 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 / Apr/ 2012 2015

University of Central Florida

Toronto, ON

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