

OLIVIA SMITH

Recruitment Specialist

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PROFESSIONAL SUMMARY

Results-driven Recruitment Specialist with over 5 years of experience in sourcing, screening, and placing top talent across various industries. Proven track record in developing effective recruitment strategies, enhancing candidate experience, and building strong relationships with hiring managers. Skilled in utilizing ATS and social media platforms to attract diverse candidates and streamline the hiring process.

WORK EXPERIENCE

Recruitment Specialist Apr / 2024-Ongoing
Maple Leaf Consulting Toronto, ON

- Supported the Human Resources Recruitment Team in executing full-cycle recruitment processes.
- Created and managed job postings across various platforms, ensuring visibility and engagement.
- Conducted initial resume screenings and scheduled interviews with qualified candidates.
- Generated detailed recruitment reports using Excel to track hiring metrics and trends.
- Built and maintained relationships with staffing agencies and external partners.
- Coordinated onboarding processes, including E-verify and background checks for new hires.
- Provided comprehensive administrative support to the Recruitment Team and HR Director.

Recruitment Specialist Apr / 2023-Apr / 2024
Lakeside Apparel Co Chicago, IL

- Led recruitment initiatives to enroll over 5,300 girls through strategic community partnerships.
- Successfully recruited 490 adult volunteers, enhancing program support and outreach.
- Organized community events to promote recruitment and engagement within the local area.
- Collaborated with staff to create effective marketing materials for recruitment campaigns.
- Established connections with community organizations to expand recruitment outreach.
- Engaged with volunteers to support large-scale community events and initiatives.

EDUCATION

Bachelor of Arts in Human Resources Apr / 2022-Apr / 2023
University of Springfield Chicago, IL

Focused on human resource management, recruitment strategies, and organizational behavior.

SKILLS



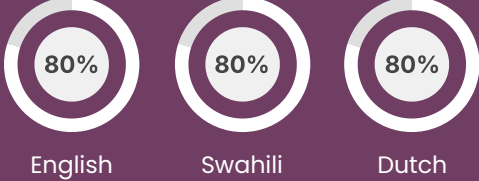
INTERESTS

- Scuba Diving E-sports
Reading Fiction Puzzle Solving

STRENGTHS

- Stewardship Teamwork
Tenacity Vision

LANGUAGES



ACHIEVEMENTS

- Achieved a 25% increase in candidate engagement through improved communication strategies.
- Successfully filled 85% of open positions within the first 30 days of recruitment.