

# Olivia Thompson

Recruitment HR  
Coordinator

## CONTACT

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Chicago, IL

## EDUCATION

**Bachelor of Science in Human  
Resources Management**

DePaul University, Chicago, IL

Graduated: 2018

## LINKS

LinkedIn: [linkedin/in/oliviathompson](#)

## PROFESSIONAL SUMMARY

Results-driven Recruitment HR Coordinator with 6+ years of experience in managing full-cycle processes. Skilled in candidate sourcing, interview coordination, and onboarding. Proven track record in collaborating with hiring managers to fill critical positions while improving candidate experience.

## EXPERIENCE

**Recruitment HR Coordinator** 2021 - Now

**Riverstone Technology Solutions, Chicago, IL**

- Manage end-to-end recruitment processes for technical and non-technical roles.
- Source and screen resumes for high-demand positions, reducing time-to-fill by 20%.
- Coordinate interviews between candidates and department heads.
- Support employer branding by improving career page content and job advertisements.
- Maintain and update recruitment database using ATS systems such as Greenhouse.

**HR Assistant** 2018 - 2021

**Summit Insurance, Chicago, IL**

## SKILLS

Candidate Sourcing	★★★★★
Interview Scheduling	★★★★★
Applicant Tracking Systems (Greenhouse, Workday)	★★★★★
Onboarding	★★★★★
Employer Branding	★★★★★
Employee Engagement	★★★★★

## RECRUITMENT METRICS

- Average Time-to-Hire. Reduced from 45 to 35 days within the first year.
- Candidate Satisfaction. Improved by 15% based on post-interview feedback surveys.
- Diversity Hires. Increased diversity hiring by 20% through targeted recruitment strategies and partnerships with diverse job boards.