



## Corporate Recruiter Coordinator

# Emma Roberts

### Professional summary

Detail-oriented recruiter coordinator with 7+ years of experience supporting corporate recruitment teams. Skilled in scheduling, managing applicant tracking systems, and enhancing candidate experiences. Adept at streamlining hiring workflows for large-scale organizations.

### Experience

#### Recruiter Coordinator

August 2020 - Now

Horizon Tech Solutions / Chicago, IL

- Schedule and coordinate over 75 interviews monthly for mid- and senior-level roles across multiple departments.
- Maintain and optimize the ATS, improving candidate tracking efficiency by 20%.
- Facilitate onboarding for 100+ hires annually, collaborating with HR and department heads.
- Support diversity hiring initiatives, ensuring compliance with company goals and federal guidelines.
- Act as the primary point of contact for candidates, ensuring smooth communication throughout the recruitment process.

#### HR Assistant

June 2018 - July 2020

BlueSky Enterprises / Chicago, IL

- Assisted in screening resumes for corporate positions, reducing time-to-hire by 15%.
- Scheduled interviews and coordinated logistics for multi-department recruitment.
- Managed and updated employee records, ensuring compliance with labor laws.


### Volunteer work

#### HR Volunteer

2021 - Now

Chicago Career Network | Chicago, IL

- Conduct resume review workshops for job seekers, assisting 100+ individuals annually.
- Organize networking events to connect professionals with hiring managers.

 (312) 555-9876

 emma.roberts@email.com

 Chicago, IL

### Links

LinkedIn: /in/emmaroberts

### Education

#### Bachelor of Business Administration

Loyola University Chicago

Graduated May 2018

### Certifications

- SHRM Certified Professional (SHRM-CP), 2024
- Advanced Excel Certification, 2021

### Skills

Proficiency in ATS platforms (Workday, Greenhouse)



Calendar management and interview scheduling



Recruitment data analysis



Communication and relationship building



Time management

