

PROFESSIONAL SUMMARY

Proactive university recruiter coordinator with 6+ years of experience planning and executing campus recruitment events. Specializes in building relationships with students and faculty while managing large-scale talent pipelines for internships and entry-level positions.

LinkedIn: /in/sophiamartinez

EDUCATION

Bachelor of Science in Communication Studies

University of Texas at Austin
Graduated May 2017

2018 - Now

Campus Programs

Internship Coordinator / Austin Future Leaders Program | Austin, TX

- Designed and implemented an internship program connecting over 200 students with local businesses.
- Conducted workshops to prepare students for interviews, improving offer acceptance rates.

SKILLS

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| Event planning for campus recruitment | Expert |
| Candidate engagement through career fairs and workshops | Expert |
| Partnership building with academic institutions | Expert |
| Presentation and public speaking | Expert |
| Social media outreach for recruitment | Expert |

EXPERIENCE

2019 - Now

University Recruiter Coordinator
GlobalTech Innovations / Austin, TX

- Plan and execute recruitment events at 10+ universities annually, connecting with 1,500+ students.
- Coordinate internship programs, facilitating the hiring of 100+ interns over three years.
- Establish partnerships with career services departments at key institutions, strengthening brand visibility.
- Present information sessions to student groups, enhancing candidate interest by 30%.
- Manage online applications and schedule interviews for entry-level positions

2017 - 2019

Recruitment Assistant
Lone Star Enterprises / Dallas, TX

- Support university recruitment efforts by maintaining event schedules and managing travel logistics.
- Assist in creating promotional materials for campus hiring campaigns, increasing student participation.
- Conduct follow-up communications with candidates, ensuring a smooth application process.

SOCIAL MEDIA RECRUITMENT SUCCESS

- Increased student engagement by 40% through targeted social media campaigns.
- Developed a content strategy for LinkedIn and Instagram to highlight job opportunities and career advice.