EMILY JOHNSON

Junior Technical Recruiter

(555) 654-3210
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Austin, TX

SKILLS

Technical recruiting
Expert

Boolean search techniques
Expert

Sourcing via GitHub, Stack Overflow
Expert

Interviewing technical candidates
Expert

Job board management
Expert

Candidate relationship building
Expert

Candidate pipeline management
Expert

Database management
Expert

ATS management
Expert

Proficient in Python, Java, and C++
Expert

Familiar with web development technologies like HTML, CSS, and JavaScript
Expert

Experienced with DevOps tools such as Docker and Kubernetes
Expert

Understanding of cloud computing platforms like AWS and Azure
Expert

PROFESSIONAL SUMMARY

Detail-oriented junior recruiter with a focus on technical recruiting for software engineering and IT roles. Skilled in sourcing, screening, and placing high-demand tech talent. Strong understanding of technical terminology and recruiting tools to identify top candidates.

EXPERIENCE

Junior Technical Recruiter

CodeSearch Solutions, Austin, TX

January 2025 - Now

- Manage the recruitment process for software engineers, developers, and data scientists, filling 25+ roles in 6 months.
- Conduct in-depth technical interviews with candidates, collaborating with engineering teams to assess skill levels and cultural fit.
- Source candidates using GitHub, Stack Overflow, and LinkedIn, narrowing down to qualified individuals for niche tech roles.
- Create targeted job descriptions, focusing on key technical skills, to attract the right talent for hard-to-fill positions.

Recruitment Coordinator

Innovative Tech Recruiters, Austin, TX

August 2024 - December 2024

- Assisted in sourcing and screening resumes for IT and software engineering positions, ensuring candidates met the job requirements.
- Coordinated interview schedules and communicated with candidates, ensuring a positive candidate experience throughout the hiring process.
- Provided administrative support to the recruitment team, maintaining accurate candidate records and ensuring compliance with company standards.
- Assisted in creating engaging job postings and managing multiple job boards to increase candidate visibility.

EDUCATION

Bachelor of Science in Information Technology, University of Texas at Austin, TX

Graduated: May 2025