

Corporate Recruiter

Susan Miller

Professional summary

Experienced Corporate Recruiter with 10+ years of expertise in sourcing, interviewing, and hiring top talent for a variety of industries. Adept at building strong relationships with hiring managers, streamlining recruitment processes, and utilizing data-driven recruitment strategies to enhance efficiency.

Experience

Corporate Recruiter

May 2019 - Now

Google / United States, Chicago, IL

- Lead full-cycle recruitment for positions across departments.
- Develop job descriptions and posting strategies, attracting a diverse pool of candidates.
- Conduct interviews and assessments to evaluate candidates' technical and cultural fit for the company.
- Collaborate with HR and hiring managers to establish compensation packages and finalize offers.
- Implement sourcing strategies using LinkedIn, job boards, and employee referrals.

Recruiter

January 2015 - April 2019

IBM / United States, Chicago, IL


- Managed recruitment for administrative and operational positions across the organization.
- Screened resumes and conducted initial phone interviews, recommending top candidates to hiring managers.
- Coordinated interviews, assisted with onboarding, and ensured a positive candidate experience throughout the hiring process.
- Supported the recruitment team in developing new sourcing methods to improve candidate quality.

Professional Achievements

- Successfully placed over 100 candidates in 2023 alone.
- Played a key role in reducing turnover rates by 15% through enhanced onboarding programs.
- Streamlined interview processes, resulting in a 25% improvement in time-to-hire.

Volunteer Work

- Volunteer recruiter for local job fairs hosted by the Illinois HR Association, 2023
- Mentoring junior recruiters in the Google Talent Acquisition department, 2022

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 United States, Chicago, IL

Education

Bachelor of Science in Human Resources Management

2010 - 2014

University of Chicago

United States

LinkedIn Recruiter Certification

LinkedIn Learning

Certification Date: January 2023


Certified Professional in Human Resources (PHR)


Human Resources Certification Institute

Certification Date: March 2021


Skills

Full-cycle recruitment 

Talent sourcing and networking 

Interviewing and candidate assessment 

Applicant tracking systems (ATS) 

Candidate relationship management (CRM) 

Onboarding and employee retention 