



Sarah Young

RPO Recruiter Coordinator

CONTACT

 (312) 555-1234

 sarah.young@email.com

 Chicago, IL

EDUCATION

Bachelor of Science in Human Resources Management

University of Chicago – IL

Graduated: May 2019

Certified Recruitment Professional (CRP)

2023

SHRM-CP (Society for Human Resource Management-Certified Professional)

2021

LINKS

LinkedIn: /in/sarahyoung

PROFESSIONAL SUMMARY

Detail-oriented RPO Recruitment Coordinator with over 6 years of experience providing administrative support and streamlining recruitment processes for large-scale staffing agencies. Skilled in scheduling, candidate management, and collaborating with recruitment teams to ensure smooth, efficient hiring cycles. Adept at handling high-volume recruitment needs and improving the candidate experience.

EXPERIENCE

RPO Recruitment Coordinator

2021 - Now

Bainbridge Staffing Solutions, Chicago, IL

- Coordinate interviews and maintain candidate schedules for a high-volume recruitment team, processing over 200 interviews per month.
- Manage candidate database, ensuring all documentation and communication were properly updated in the ATS.
- Support the recruitment team by preparing offer letters, negotiating candidate packages, and maintaining ongoing communication.
- Streamline the interview scheduling process, reducing scheduling conflicts by 30%.
- Assist in job postings across various job boards and social media platforms, increasing visibility for key open positions.

Recruitment Assistant

2019 - 2020

Elite Talent Search, Chicago, IL

- Provided administrative support in a fast-paced recruitment office, handling candidate inquiries and assisting with job postings.
- Scheduled interviews and prepared interview materials for recruiters.
- Assisted in processing onboarding paperwork and conducting background checks.

SKILLS

Applicant Tracking Systems (ATS)	★★★★★
Interview scheduling and coordination	★★★★★
Candidate communication	★★★★★
Onboarding and documentation	★★★★★
Microsoft Office Suite	★★★★★
Data entry and reporting	★★★★★